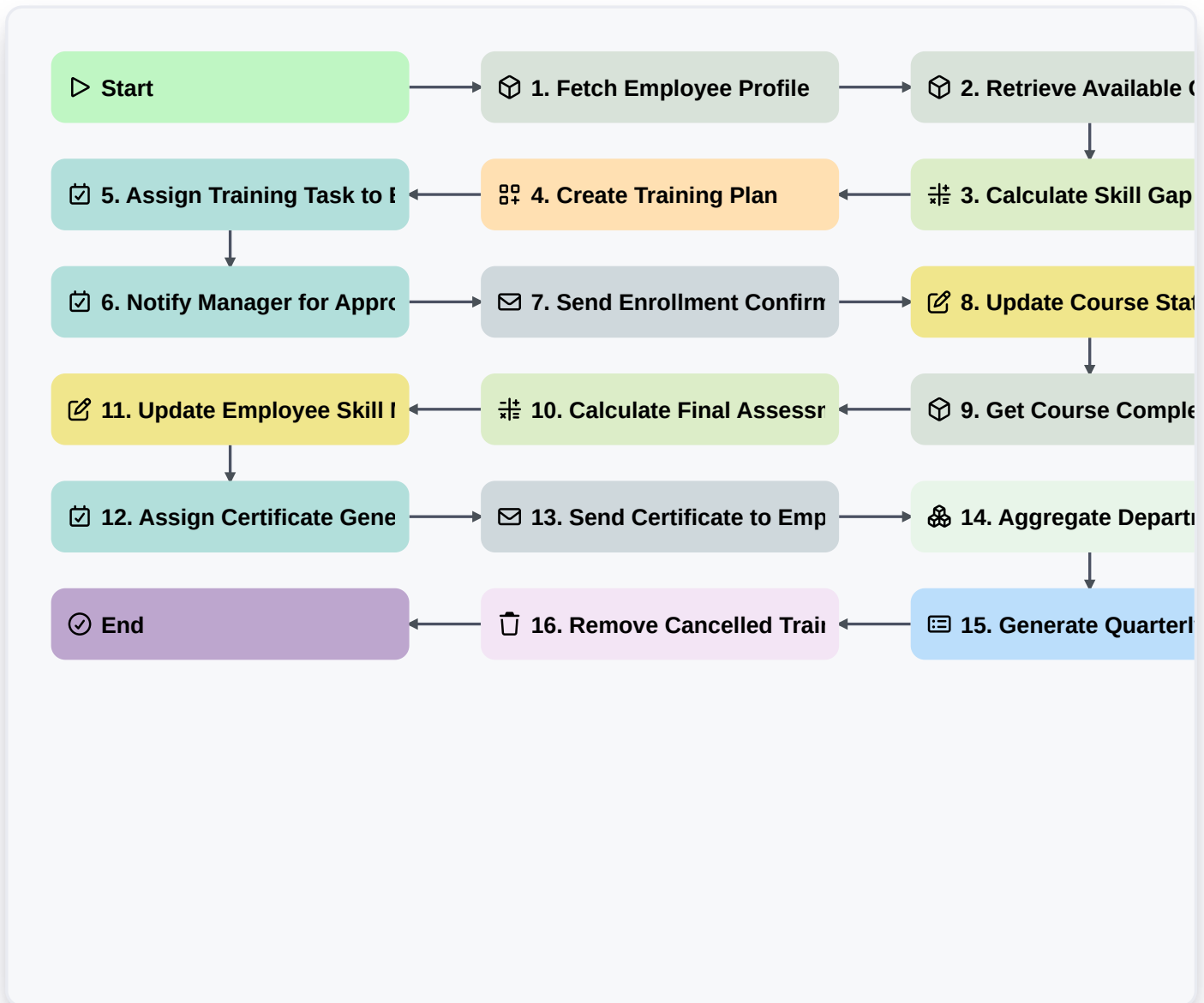


Employee Training And Development Process



Start

Start of the Workflow/Process.

1. Fetch Employee Profile

Retrieve the employee's current skills, department, and role from the Employee Data Model to determine training needs.

2. Retrieve Available Courses

Fetch a list of all active courses from the Course Catalog Data Model.

3. Calculate Skill Gap Score

Compare the employee's current skill levels against the required proficiency levels for their role.

4. Create Training Plan

Generate a new entry in the Training Plan Data Model specifically for the identified employee and required courses.

5. Assign Training Task to Employee

Create a task for the employee to complete the assigned modules by a specific deadline.

6. Notify Manager for Approval

Create a task for the Department Manager to review and approve the proposed training budget and schedule.



✉ **7. Send Enrollment Confirmation**

Send an automated email to the employee confirming their enrollment in the selected courses.

✍ **8. Update Course Status**

Update the status of a course entry from 'Planned' to 'In Progress' once the employee starts the training.

📦 **9. Get Course Completion Data**

Retrieve the assessment scores and completion timestamps from the Course Progress Data Model.

⚙ **10. Calculate Final Assessment Grade**

Calculate the weighted average of quiz scores and practical exam results to determine the final grade.

✍ **11. Update Employee Skill Matrix**

Update the employee's proficiency levels in the Employee Data Model based on successful course completion.

☑ **12. Assign Certificate Generation Task**

Create a task for the HR Admin to review the final results and issue the formal certificate.

✉ **13. Send Certificate to Employee**

Send an email to the employee containing the digital certificate and a congratulatory message.

🔗 **14. Aggregate Department Training Costs**

Sum the total costs of all training entries within a specific department to monitor the training budget.

📄 **15. Generate Quarterly Training ROI Report**

Create a comprehensive report analyzing training completion rates and skill improvements across the organization.

🗑 **16. Remove Cancelled Training Sessions**

Delete training plan entries that have been marked as 'Cancelled' due to scheduling conflicts.

☑ **End**

End of the Workflow/Process.