

HUMAN RESOURCES

Lesson Plan - April 13, 2023 version

By the end of the Human Resources lesson, the client and targeted users will be able to perform the configurations and user the functionalities linked to managing human resources in **maestro***.

Unit HR01 - Preliminary Analysis and Configuration

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>The goal of this training session is to clarify the needs, requirements, and usage conditions of functionalities linked to managing human resources in maestro*.</p> <p><i>PREREQUISITES</i></p> <ul style="list-style-type: none">• Security Management;• Employee Management. <p><i>OPTIONAL PREREQUISITES</i></p> <ul style="list-style-type: none">• Document Management;• Contact Management;• Payroll.	<ul style="list-style-type: none">• Analysis	<ul style="list-style-type: none">• Discussion on the current and future process to manage human resources (strength and weaknesses). <p><i>HOMEWORK</i></p> <ul style="list-style-type: none">• Reflect on the discussions.	30 min.		Pilot

Unit HR02 - Setting Up the Parameters Necessary to Managing Human Resources

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this training session, the client and designated users will be able to define and set up the necessary parameters to managing human resources in maestro*.</p>	<ul style="list-style-type: none"> • Define Issue Types; • Define Accumulators; • Define Regions; • Define Certificates; • Define Skills; • Open Evaluation Criteria Maintenance; • Work Crews (optional). 	<ul style="list-style-type: none"> • Explain and complete the windows, in maestro*, linked to managing human resources, according to the client's needs and software requirements, to automate data entry; • Import data using an <i>Excel</i> file, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Finalize data entry.</i> 	<p>1.5h</p>	<ul style="list-style-type: none"> • Training document HR02 	<p>Pilot and/or super users</p>

Unit HR03 - Operations Linked to Managing Human Resources

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this session, the client and designated users will be able to use the maestro* functionalities linked to managing human resources.</p>	<ul style="list-style-type: none"> • Update settings according to the decisions made by the client; • Events Management; • Define Accumulators; <ul style="list-style-type: none"> • Accumulator Usage; • Accumulator Adjustments; • Transfer and reset of the vacation balance; • Crew Management; <ul style="list-style-type: none"> • Human Resources File; • Batch Certification Management; • Personnel Selection Tool. 	<ul style="list-style-type: none"> • Review of previous concepts and validation of completed tasks as homework; • User training according to the process established at the time of the analysis; • Demonstration of the different options and methods to managing human resources in maestro*; • Calculation of accumulator cumulatives. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> • <i>Practice entering transactions.</i> 	<p>2h</p>	<ul style="list-style-type: none"> • Integrated Tests • Training document HR03 	<p>Pilot and/or super users</p>

Unit HR04 - Operation Training on Human Resources

Optional Session - Training of the client's employees with the implementation specialist

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this training session, the users will be able to set up the configurations and perform the operations linked to managing human resources in maestro* .	<ul style="list-style-type: none"> Update settings according to the decisions made by the client; Events Management; Define Accumulators; <ul style="list-style-type: none"> Accumulator Usage; Accumulator Adjustments; Transfer and reset of the vacation balance; Crew Management; <ul style="list-style-type: none"> Human Resources File; Batch Certification Management; Personnel Selection Tool. 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; User training according to the process established at the time of the analysis; Demonstration of the different options and methods to managing human resources in maestro*; Calculation of accumulator cumulatives. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> <i>Practice entering transactions.</i> 	2h	<ul style="list-style-type: none"> Training document HR03 	Pilot Super user and/or users

Unit HR05 - Analysis and Inquiry

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, the client and identified users will be able to use the maestro* analysis and report tools to find the information they need to manage human resources.	<ul style="list-style-type: none"> Accumulator History List; Accumulator Inquiry; Certifications Report. 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; Validation, configuration of reports, and inquiry of data linked to human resources. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Validate data entered in maestro*. 	1h		Pilot Super user and/or users

Unit HR06 - Form Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this lesson the client will be able to use the standard maestro* forms defined to meet their needs.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> N/A 	To be Determined		Pilot

Unit HR07 - Tests and Validation

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
<p>By the end of this lesson, the client and designated users will have carried out the tests and verifications to validate the configurations made beforehand and will be able to attest to the adequacy of these configurations with the established processes.</p>	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Review of previous concepts and validation of completed tasks as homework; Test Assistance; Transaction Validations. Validation of reports and inquiries; Review of configurations, if needed; Review of the processes, if needed. <p><i>HOMEWORK</i></p> <ul style="list-style-type: none"> Complete integrated tests. 	<p>30 min.</p>		<p>Pilot Users</p>

Unit HR08 - Conclusion

Date:

Time:

Trainer:

Objective	Content	Conduct	Time	Learning Equipment	Targeted Audience
By the end of this session, the client will have shown they have the necessary skills and knowledge to use the functionalities linked to managing human resources in maestro* .	<ul style="list-style-type: none">• Validate learnings;• Review the security settings applied to the module.	<ul style="list-style-type: none">• Prepare the next training sessions.	30 min.	Acquired knowledge verification form.	Pilot