Training Administration Process

Course Setup (Link to Provider)	→	Schedule course	→	Booking	→	Pre-course	→	Course	→	Post-course

Course Setup
- 🖨 TRNPRO20 - Course Descriptions
- 🖨 TRNPRO40 - Closed Course Descriptions

Schedule course
- 🖨 TRNPRO06 - Scheduled Courses (OPEN)
- 🖨 TRNPRO07 - Scheduled Courses (CLOSED)

Booking
- \# Waiting list confirmation
- \# Course place confirmation
- 📑 Course cancellation
- 🖨 TRNPRO45 - Waiting Lists
- 🖨 TRNPRO01 - Course by Candidate Status

Pre-course
- 📑 Joining instructions
- 📑 Generic Email Template
- \# Course reminder sent 3 days prior to candidate
- \# Course reminder sent 5 days prior to provider to complete checks

Course
- 🖨 TRNPRO03 - Attendance List
- 🖨 TRNPRO04 - Attendance List (Provider Check)
- 🖨 TRNPRO02 - Course by Candidate Status

Post-course
- \# No shows
- 📑 Thank you & survey link
- 🖨 TRNPRO42- No Show Statistics
- 🖨 TRNPRO41 - Course Statistics
- 🖨 TRNPRO43 - Training History by Employee /External
- 🖨 TRNPRO44 - Training History by Department
- 🖨 TRNPRO05 - Training Bookings by Employee/External

Key
- \# Automatic email notifications
- 📑 Manually triggered emails
- 🖨 Discoverer report