v1.14: Training Cohorts Overhaul

REIMAGINED FEATURE!

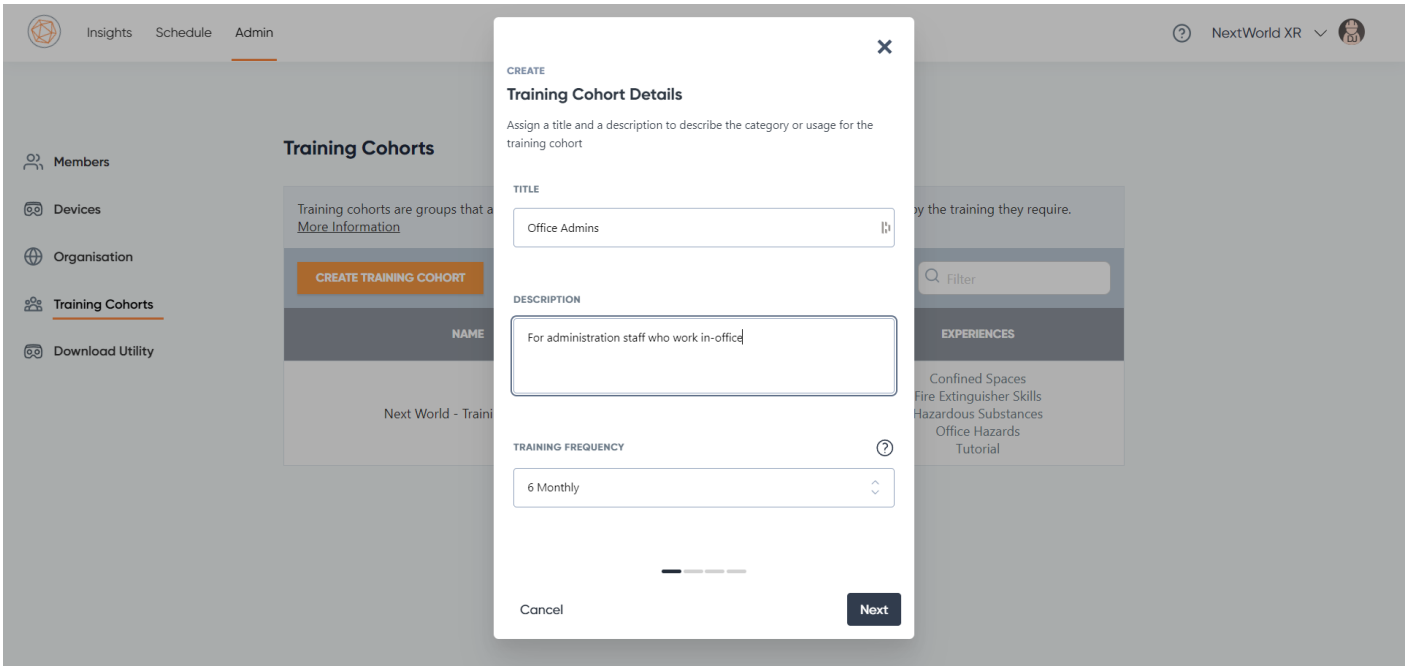
Training Cohorts

This update brings great functionality and applicability improvements to the Training Cohorts feature, formerly known as Training Groups. You will notice that we have reimagined the look, feel and overall process of creating and managing Training Cohorts. We wanted the process and manageability of the feature to be more streamlined and we greatly increased the functionality in anticipation of features to be released in the coming months.

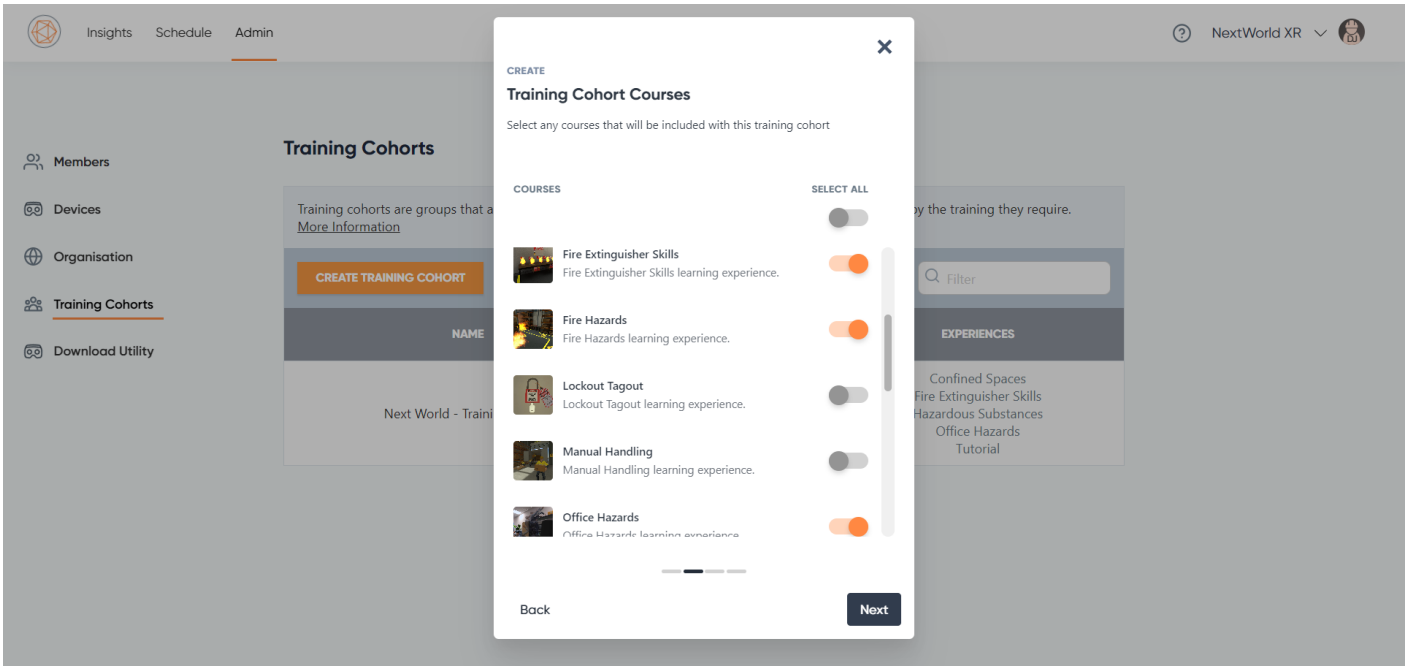
Trainees Categorised by Training Required

Training Cohorts are your ticket to classifying your trainees by the training they require. Do your office administration staff need Fire Training and Occupational Health and Safety training? Create a cohort called "Office Admin" and add the relevant experiences they require.

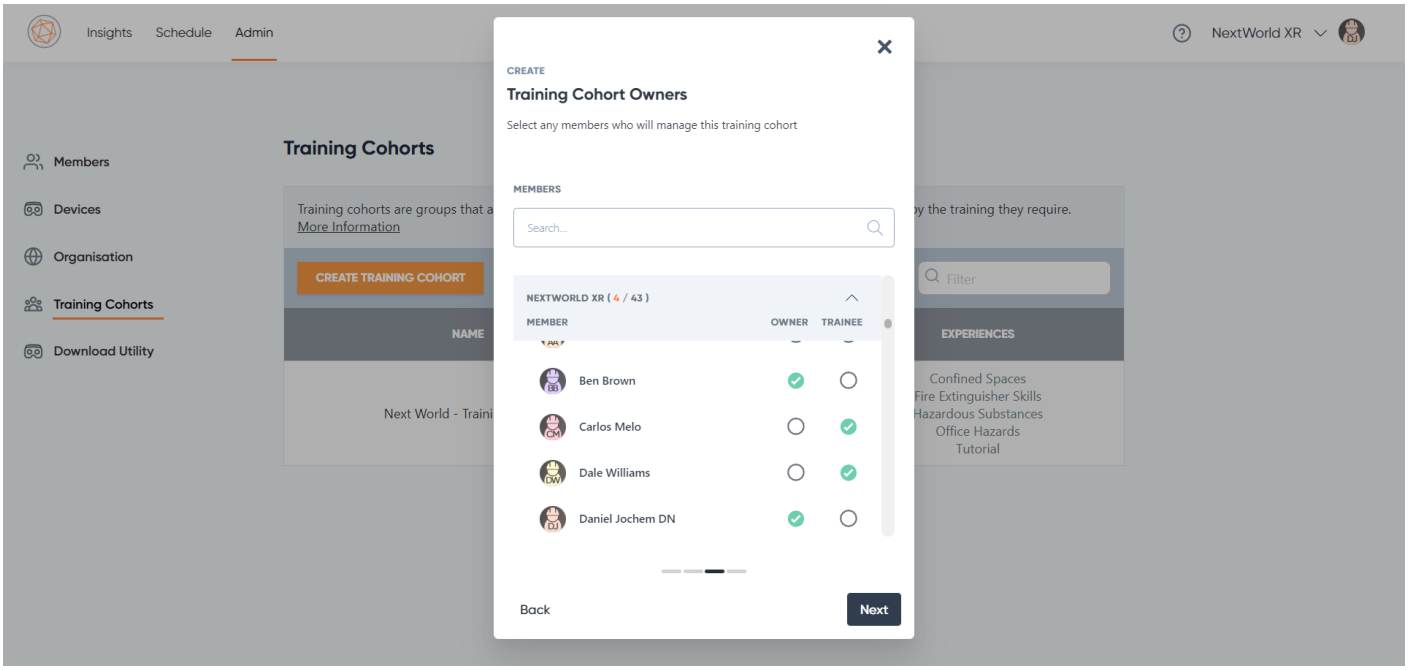
Cohorts can additionally contain members from all divisions under the company which it was created. This allows cohorts to span multiple divisions of your company so that those members are included and their training be managed by the parent company. If you add a Manager from a division as an Owner, they will be able to manage their own trainees within the Training Group. Start by naming the Training Cohort, optionally giving it a description, and choose a frequency which members of this Training Cohort will be required to complete this training.



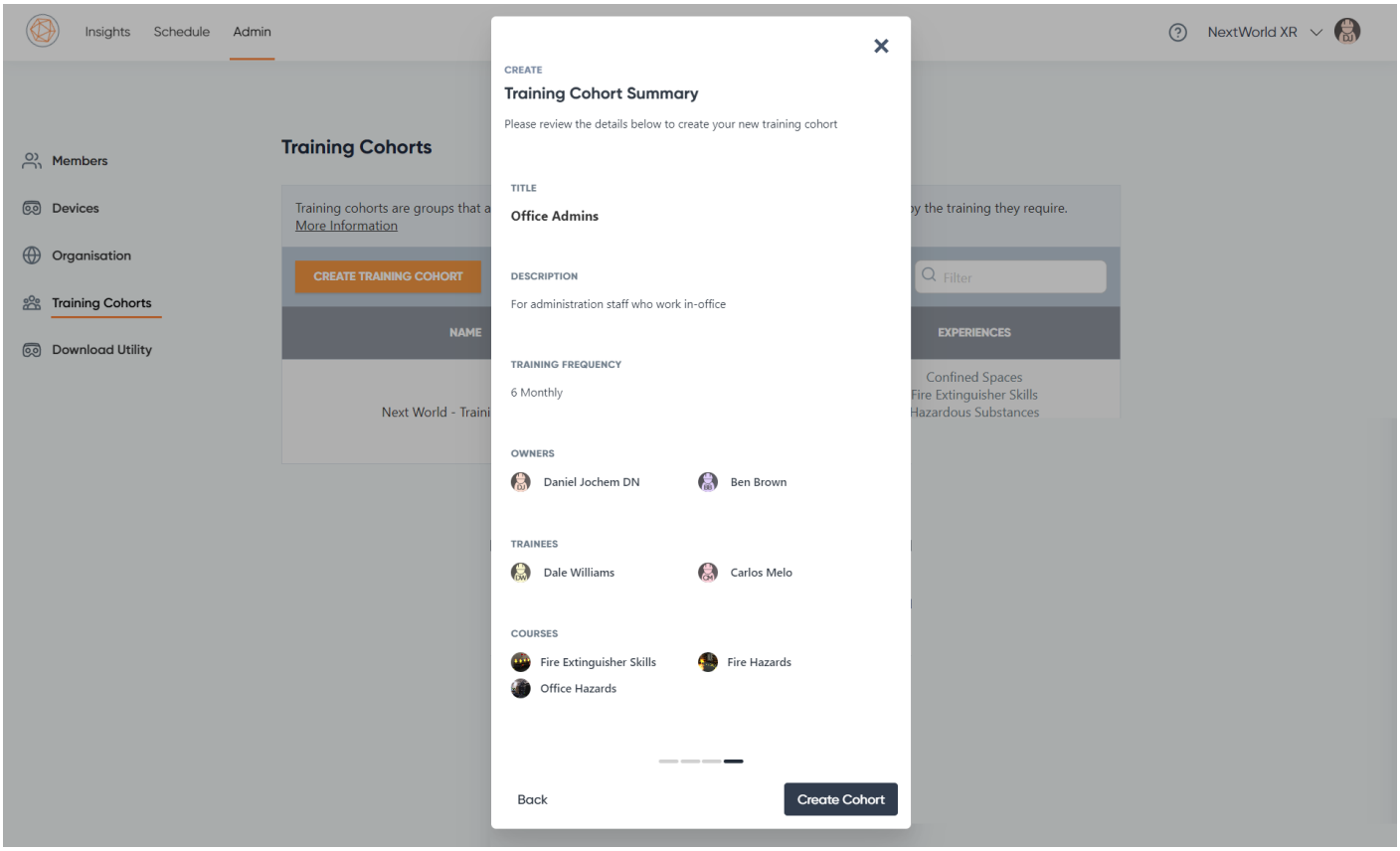
Next, select the Experiences you want any trainee assigned to this Training Cohort to be required to complete.

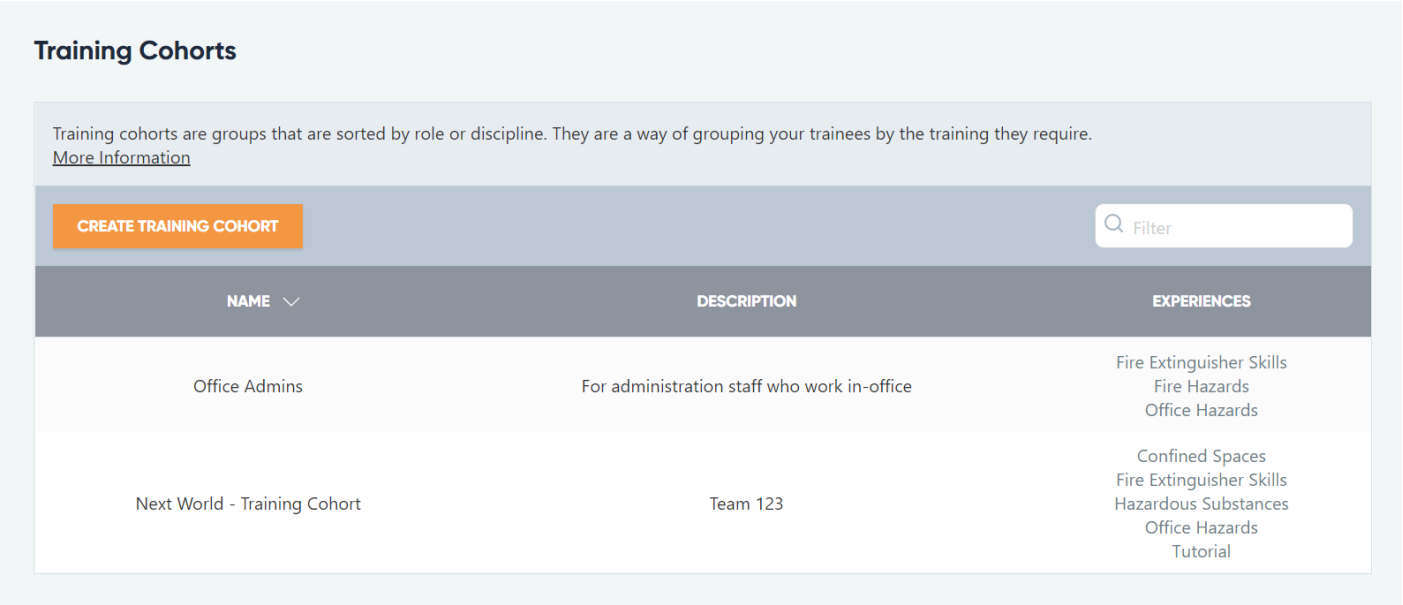


Lastly, select at least one Manager to be Owner of the Training Cohort and assign all the trainees who require this training.



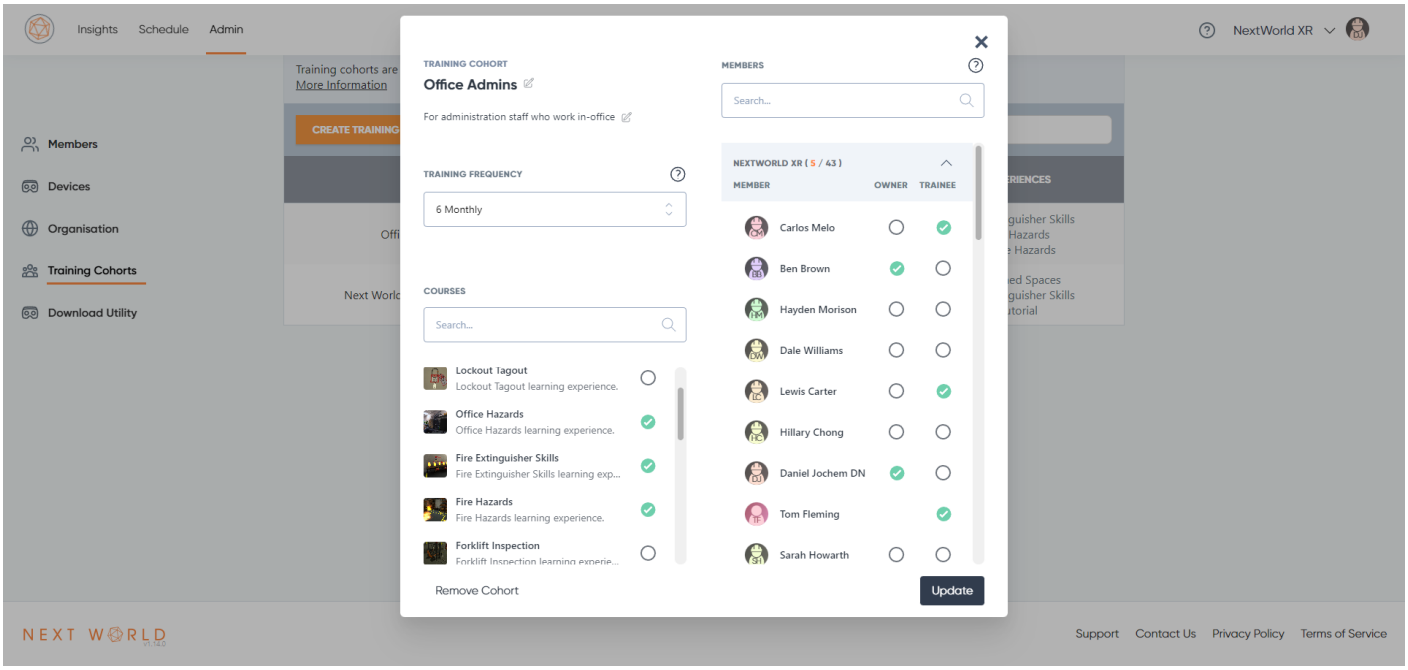
You are done! Confirm the choices you made in the summary, press Create Cohort and the new Training Cohort will appear in the list of Training Cohorts.





Modifying a Cohort is Easy!

When new members join your team, or if team members move on, it is quite a simple process to update relevant cohorts. Simply click on the Training Cohort in the list you want to modify and the below modal will show up. Click on a circle next to the member's name to add or remove that member from the role type you selected. If a member has one of the role options active, they are a member of that Training Cohort as that role type. A member with neither of the two role types selected is not a member of the Training Cohort.



You are additionally able to edit the Training Cohort's title, description, frequency of training and experiences trainees are required to do from this modal.

Pressing the Update button will solidify the changes you made to the Training Cohort.

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