

sage

People

# Learning Services 2019 Brochure



# UK Session Details & Calendar

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# UK Session Details & Calendar

JULY	M	T	W	Th	F	Sa	Su
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
29	30	31					

AUGUST	M	T	W	Th	F	Sa	Su
				1	2	3	4
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SEPTEMBER	M	T	W	Th	F	Sa	Su
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OCTOBER	M	T	W	Th	F	Sa	Su
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NOVEMBER	M	T	W	Th	F	Sa	Su
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DECEMBER	M	T	W	Th	F	Sa	Su
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30	31						

HCM Admin Essentials

Performance & Talent Management

Reports & Analytics

HCM Advanced Admin

Talent Acquisition (Recruit)

SPECIAL Learning Services Event

Public Holiday

Sessions run 9am-5pm



Click [HERE](#) to book

Sage People, 1 Collegiate Square,  
Thames Valley Science Park,  
Reading RG2 9LH



Lunch is catered for and we provide  
tea + coffee throughout the day.  
There is also a café onsite.

Please bring your:  
 Laptop, charger, power adaptors,  
 Access to your emails



Wear what makes you  
comfortable

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)



People

# USA Session Details & Calendar

We will be running future courses in **San Jose, CA** later in the year – watch this space for more information

JULY	M	T	W	Th	F	Sa	Su
	1	2	3	X	5	6	7
	8	9	10	11	12	13	14
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AUGUST	M	T	W	Th	F	Sa	Su
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SEPTEMBER	M	T	W	Th	F	Sa	Su
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OCTOBER	M	T	W	Th	F	Sa	Su
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NOVEMBER	M	T	W	Th	F	Sa	Su
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	X	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	X	X	30	

DECEMBER	M	T	W	Th	F	Sa	Su
							1
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	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	X	26	27	28	29
	30	31					

- HCM Admin Essentials
- Performance & Talent Management
- Reports & Analytics
- HCM Advanced Admin
- Talent Acquisition (Recruit)
- X Public Holiday



Sessions run 9am-5pm



Click [HERE](#) to book



271 17<sup>th</sup> NW,  
Atlanta GA 30363 USA  
Near Atlantic Station



Lunch is catered for and we provide tea + coffee also.

- Please bring your:
- Laptop, charger, power adaptors,
- Access to your emails



Wear what makes you comfortable

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# HCM eFundamentals Online Learning



2 – 3 hours



Everyone



Online learning only



Free of charge

## Summary

This is the entry-level course for Sage | People and is also a requirement for those wishing to continue onto any further Sage | People training courses. This comprehensive and interactive eLearning course provides the benefit of learning in your own time and the ability to revisit the course to consolidate what you've learnt. This course ends with a quiz so you can test out your knowledge.

## After completing this training you'll be able to:

- Differentiate between the 'Self-Service WX' and 'HR Manager' portals
- Add new Team Members with the appropriate security access level
- Utilise Policies and HR Departments to manage the workforce more effectively
- Get to know how Sage | People manages absence and how to make adjustments
- Make mass updates to records in the system
- Save time by developing a knowledge for how Sage | People handles automation
- Configure WX to build content and maintain an on-brand portal
- Access existing pre-built reports for maximum efficiency

## How do I access HCM eFundamentals?

Our HCM eFundamentals training is hosted on the Sage University (SageU) LMS platform. You can now access this: without needing to contact the training team, you can save your progress as you learn and without needing an authorised signatory.

The following PDF contains instructions on how to access the HCM eFundamentals course:

[Click here to access the instructions](#)

Technical Questions about SageU and how to use it, should be directed to the SageU team via the support options on the [SageU site](#).

Training Course content questions should be directed to the [training@sagepeople.com](mailto:training@sagepeople.com).

Questions about finding Account Numbers, should be directed to the [Customer Community](#).

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)





People

# HCM Admin Essentials



2 Days



Those with System Administrator access



Classroom only



£800 / US \$1,000 per person

## Summary

This instructor-led course builds on the principles learned in our HCM Fundamentals course. It's suitable for administrators who want to learn more about customizing their WX Self-Service and HR Manager portals. You'll cover topics such as creating custom fields and introducing automation to help you work more effectively.

## After completing this training you'll be able to:

- Customize the WX experience to include fields that are bespoke to your organization
- Modify page layouts in the HR Manager portal to streamline user experience
- Check data meets validation rules at point of entry to keep your data 'clean'
- Reduce the number of manual processes and emails, by using automated emails; including PDFs and forms
- Create simple workflow rules to update field values automatically
- Speed-up the process of mass uploading records into the system

## Course Content

Sage | People Object Structure

Managing Exchange Rates

HR Portal Page Layouts

Workflow Rules & Approval Processes

Tracking Field Changes

Using Sage | People Data Loader

Custom Fields & Visibility

Automating Communications

- Creation & Field Sets
- Dependencies & Validation
- Formula builder
- Renaming Managed Fields

- Creating email/PDF templates
- Building Action Events

Collecting Team Member Data

- HCM Form usage
- Using HCM Form templates

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)

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# Reports & Analytics



1 Day



Any HR Team  
Member or System  
Admin



Classroom only



£400 / US \$500  
per person

## Summary

This one-day course begins with a look at 'People Science' and looks to challenge delegates to ask questions and answer hypotheses, rather than just "running reports".

The course is aimed at HR professionals wanting to not only analyse data, but also create dashboards to share in WX (the self-service portal).

## After completing this training you'll be able to:

- Use Sage | People reports to give you 'actionable insight' and support you when making business decisions
- Create brand new report types which pull data from multiple objects, instead of simply using the out of the box report types
- Add new custom fields to existing reports types
- Use matrix, joined and grouped report types to best share data
- Push reports into WX to allow team members & line managers to access data, without needing to contact the HR team

## Course Content

Planning your Sage | People reports

Working with Dashboards

Difference between Views & Reports

Scheduling and Subscribing to Reports

Run standard report types

Using Sage | People Charts

Build Reports & Dashboards

Reports in WX

- Summary headcount reports
- Creating Custom Groupings
- Conditional Highlighting
- Report folder structure
- Joined reports

- The 3 step process
- End-user experience



People

# Talent Acquisition Fundamentals



2 Days



HR and TA Team Members, System Admins



Classroom only



£800 / US \$1,000 per person

## Summary

This 2-day course is an ideal introduction for Talent Acquisition Managers and Administrators who want to learn how to oversee their system and streamline the recruitment process, resulting in the selection of the best candidates, a smoother onboarding and an easier transition from candidate to team member.

## After completing this training you'll be able to:

- Control visibility and access to candidate personal data
- Reduce manual tasks by creating reusable selection criteria and vacancy information
- Establish a seamless approval process for the end-to-end recruitment of candidates
- Simplify and standardize the initial screening procedure
- Maintain a searchable talent pool so future recruitment is more efficient and successful
- Provide managers with a self-service portal for requesting and approving vacancies
- Enhance the onboarding of new employees by transitioning successful candidates to team members quickly and easily

## Course Content

Navigating the Recruiter Portal	Job Offers & Hiring
The Recruitment Process	Controlling Hiring Manager Permissions
Managing Vacancies	Customizing Sage People <ul style="list-style-type: none"> <li>• Adding custom fields</li> <li>• Automating processes</li> <li>• Configuring WX</li> </ul>
Customizing an Applicant Portal	
Interviews & Assessments <ul style="list-style-type: none"> <li>• Setting up interview stages</li> <li>• Rating applications against criteria</li> </ul>	Email/PDF Templates <ul style="list-style-type: none"> <li>• Automated messages sent to candidates</li> </ul>

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)





People



1 Day



HR Team Members,  
System Admins



Classroom only



£400 / US \$500  
per person

# Performance & Talent Fundamentals

## Summary

The Performance & Talent Management Fundamentals course will provide an overview of the various performance & talent-related processes available with the Sage | People product. This course is ideal for those who are responsible for managing/administering performance and development within their organization.

## After completing this training you'll be able to:

- Influence workforce engagement through implementing the Recognition process
- Provide appropriate access to various performance measurement and development features including: Objectives, Competency Assessments and Skills
- Reduce manual processes by combining this data into a single performance review
- Create individual development plans and relate these to a Training Library
- Create a Talent Plan to identify areas of strengths and needs on any organizational level using the 9-box grid model
- Build Succession Plans to provide gap visibility and improve loss-risk planning

## Course Content

### Objectives

- Determine who can create objectives

### Performance Reviews

- A single view of employee performance

### Recognition

- Setting up a "Shout Out" system

### Development Plans & Training

- Building a PDP from employee reviews
- Managing a Training course library

### Competency Assessments

- Creating a Framework of rateable competencies

### Talent Planning

- Potential vs. Performance snapshots
- Risk of Loss vs. Impact snapshots

### Skills

- Creating a library of required skills
- Configure approval of skills

### Succession Planning

- Declaring successors and timelines

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)



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# Advanced Admin



2 Days



System Admins



Classroom only



£800 / US \$1,000 per person

## Summary

This 2-day course looks at the more advanced aspects of the Sage | People solution. The course is appropriate for those consulting and involved in the implementation of Sage | People within their organisations. It includes an extended look at formulas and validation rules as well as an introduction into process builders and strengthens knowledge around automation.

## After completing this training you'll be able to:

- Write in-depth formulae to tailor the HR Manager Portal, making it easier to report and draw information from Sage | People
- Write validation rules to ensure that only the correct data is entered
- Create workflow rules that will help automate the entry of data so your HR team members can spend their time on other tasks
- Build and design forms to get new starter data into Sage | People as early as possible

## Course Content

### Tailoring the Employee Record

- Using the Formula Editor
- Writing Validation Rules

### Automating HR

- Custom Workflow Rules
- Process Builder
- Action Events & Action Patterns

### Maintain Team Member History

- Configure Job History & HR Requests
- Employee Contact Detail Reports

### Automate & Control HR Processes

- Create new Approval Processes
- Employment detail changes

### Gathering Employee Data

- Advanced HCM Form configuration
- Validation checking
- Conditional pages
- Advanced data links

### Data Imports

- Data load Job Descriptions & HR Managers

Training course booking form: [HERE](#)  
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# Rate Card & Customer On-Site Information

## **Public Courses**

Public courses are held at our offices, where you'll learn alongside other customers and have the opportunity to share best practice. You will use your own laptop/machine.

Country	Cost per day, per delegate
UK (Reading)	£ 400
USA (Atlanta)	\$ 500

## **Customer On-Site Courses**

Whilst the course content remains the same, we will come and deliver on your premises. The cost below covers up to 12 delegates and in addition, customers are liable for trainer Travel & Expenses (T&E).

Country	Cost per day, max. 12
UK (Reading)	£ 992
USA (Atlanta)	\$ 1,240

## **Public course cost examples**

1 delegate, in the UK, for Admin Essentials

*Admin Essentials is a 2-day course = £400 x 2 days = £800 total*

2 delegates, in the USA for Reports

*Reports is a 1-day course = \$500 x 1 day x 2 delegates = \$1,000 total*

Please note that **all** training, whether Public or Customer On-Site, uses a test environment to learn in. We do not offer any training courses using customer org data – both live and sandbox.

Customer on-site training would require provision of ample training room, a large TV screen or projector, access to broadband WiFi, a whiteboard or flip chart and each delegate needs their own laptop/machine.

Training course booking form: [HERE](#)  
Other enquiries: [training@sagepeople.com](mailto:training@sagepeople.com)