

Programs

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Purpose of the "Programs" module

The "Programs" module is intended for creating comprehensive development programs. For example, programs like new employee onboarding, talent pool training, and others. With the program, you can create any training and development scenario.

Programs can be formed from the following modules:

- Courses
- Tests
- Lessons (for example, add a PDF file, regulations, presentation, links, materials, long read, etc., to the lesson)
- Events (for example, create an event "Meeting with the Manager")

Programs can be formed from modules in parallel and/or sequentially. Sequential modules form levels (this can be a day, training Stage, level). At one level (parallel modules), any number of modules can be present, meaning that all of them must be completed at this level.

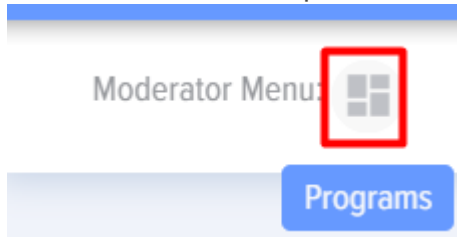
After creating the program, it can be assigned to employees, groups (when an employee is added to a group, the program will be automatically assigned to them), newcomers (all newly added employees to the portal will be automatically assigned the program).

The list of employees can be changed: when adding an employee, the program will be assigned to them, and when removing an employee, they will continue to be present in the reports.

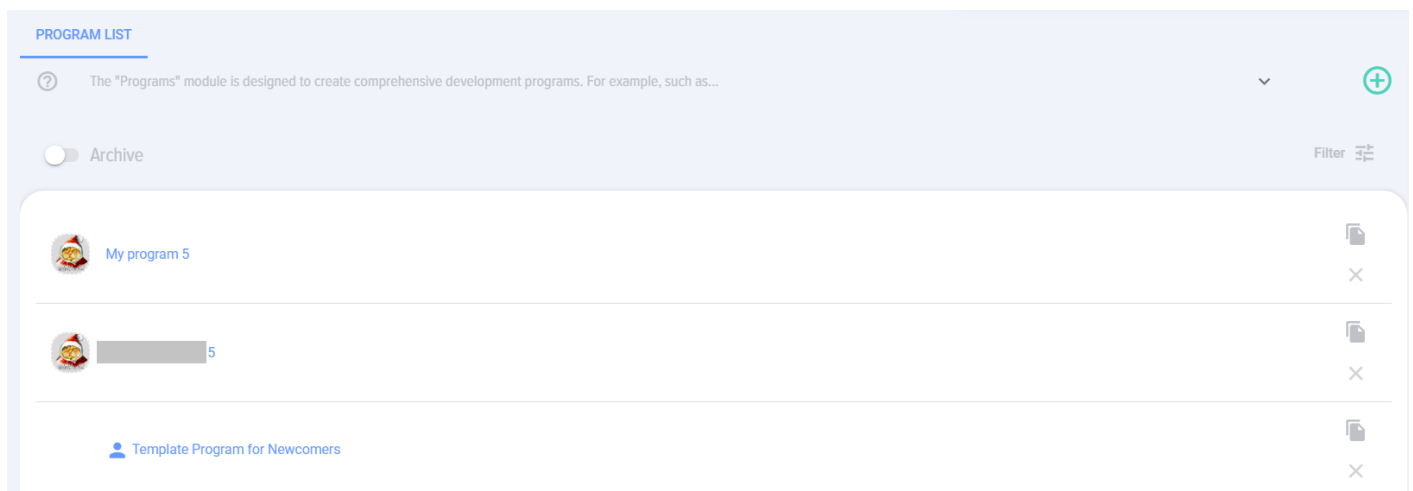
An assigned program cannot be changed. You can create a copy and assign a new program.

Interface of the programs module

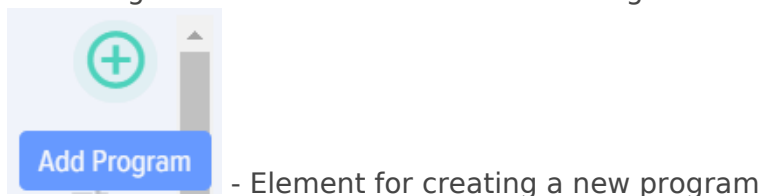
The module can be opened in the moderator's menu by clicking on the element

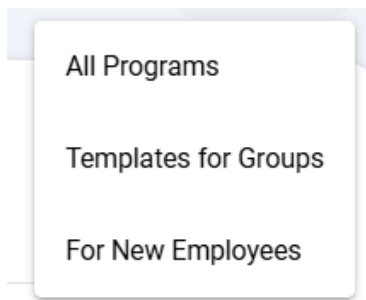


When clicked, the "Program List" tab opens.

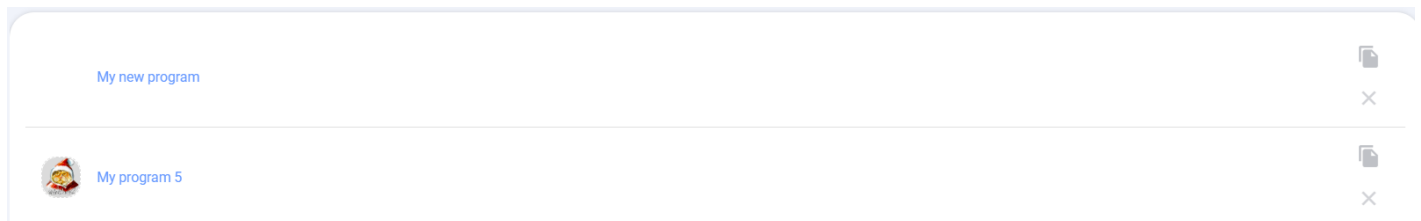


The "Program List" tab contains the following elements:



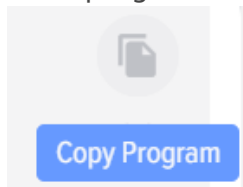


- Program Filter



- List of current programs

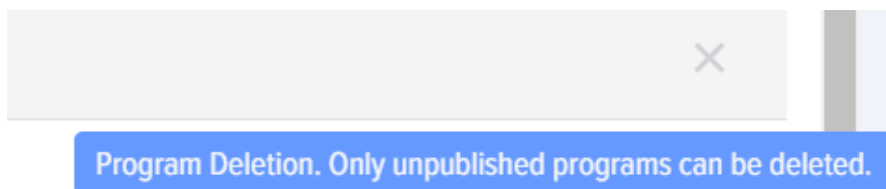
Each program contains:



- Element for copying the program



- Element for deleting the program. Only unpublished programs can be deleted. If the program is published, it cannot be deleted:



Program Creation

To create a program, click on the element:

