

Zoho People One-on-One Training Course - Advance

OEM: Zoho Corporation

COURSE DESCRIPTION

Designing a simplified and automated human resources management system (HRMS) structures your organization's people operations. The advanced training is aimed at helping your organization's HR team gain a complete understanding of Zoho People, so they can streamline your organization's entire people-management processes and drive your business forward.

AUDIENCE PROFILE

- This training is designed for the HR team of your organization to gain expertise in Zoho People and streamline the daily operations. Learn to build a seamless onboarding process, manage your organization's employee database, track time logs/leaves, evaluate employees' performance, create a learning management module for training, handle queries efficiently, integrate with third-party applications and automate the system as a whole.

PREREQUISITES

- This section doesn't contain any content.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- This section doesn't contain any content.

COURSE OUTLINE

Module 1: Day One: 4 hrs (including break)

Employee database

- This module shows how to set up your employee details in Zoho People so you can give them access to the system.
 - User addition
 - Employee details import
 - Employee profiles import
 - Employee form customisation

Leave management

- This topic covers the configurations for incorporating your organization's leave policies.
 - Leave type configuration
 - Balance customization
 - Holidays
 - Leave approvals
 - Compensatory requests

Attendance

- This module helps you build an attendance management system that tracks your employees' time and attendance in an efficient way.
 - Shift management
 - Biometric integration
 - Attendance approvals
 - IP and geographic restrictions

Documents management

- This module will help you create a centralized repository for storing and accessing files.
 - Organization files
 - Employee files
 - General settings

Module 2: Day Two: 4 hrs (including break)

Candidate onboarding

- This topic covers setting up the onboarding flow for the new hires joining your organization.
 - Candidate form customization
 - Candidate onboarding flow
 - E-sign for documents

Employee onboarding

- This topic covers setting up the onboarding flow for newly converted employees.
 - Employee onboarding flow

Time tracker

- This module helps you design an efficient time management system that allows employees to record and track the time spent on various projects/jobs.
 - Scheduler
 - Billing and payroll settings
 - Timesheet approvals

Automation

- This topic helps you automate notifications, tasks, reminders, and updates to ensure your data is always timely and complete.

- Workflows
- Actions

Module 3: Day Three: 4 hrs (including break)

Performance management

- This module shows you how to set various tools to measure and evaluate employee performance.
 - Performance modules
 - Appraisal process
 - Continuous reviews
 - Feedback

Learning management system

- This topic covers the basics of setting up courses and training for upskilling employees in the organization.
 - Courses
 - Assessments
 - Grading
 - Approvals
 - LMS integrations

Cases

- This module helps you build a help desk for employees to ask their questions.
 - Categories
 - SLA
 - Feedback

Integrations

- This topic gives you insights about the integrating Zoho People with other available applications.
 - Zoho
 - Others