

ADMINISTRATIVE SETUP CHECKLIST

TRAINING MANAGEMENT

REQUIRED

- ☐ Create **jobs** and/or **work functions**.
- ☐ Assign **classifications** (jobs and/or work functions) to people.
- ☐ Add **topics** for which training is needed.
- ☐ Add **requirements** to link topics to work functions or jobs.

OPTIONAL

- ☐ **Map** work functions to jobs.
- ☐ **Document completed sessions** to maintain a record of training taken prior to implementation of the application.

