

Action Assist System – May 2023 Administrator Training Programme

Venue: Piekenierskloof Mountain Resort
 N7 Piekenierskloof Pass,
 Citrusdal, 7340, Western Cape
www.piekenierskloof.co.za

Day 1: 17 May 2023 - Wednesday

Time	Item	Topics	Responsible Person
07h30	Registration	All attendees register	
08h00	Introduction	<ul style="list-style-type: none"> Setting the Scene Meeting the team 	Robert
08h30	Action Assist Performance Blueprint	<ul style="list-style-type: none"> Top Down Compliance Calendar Defining and communicating Jargon 	Robert & Frieda
09h30	Reg 890 Readiness (High level introduction of new functionality to the system)	<ul style="list-style-type: none"> Libraries for Individual KPAs and Competencies Defining Job Posts Performance Plans for all staff Individual Performance assessment process Automated PDP creation Preparing for Teams 	Janet
10h00	Database Administration	<ul style="list-style-type: none"> Setting up a new financial year Granting access to new modules (bulk access functionality) System Reports 	Sergio
11h00	Tea Break		
11h30	Database Administration	<ul style="list-style-type: none"> Setting up a new financial year Granting access to new modules (bulk access functionality) System Reports 	Sergio
12h00	Employee Assist Module	<ul style="list-style-type: none"> Organigram migration - Preparing for the new Financial Year Adding Jobs to the Organigram Converting a User to an Employee Building Organisational Job Posts Building Job Descriptions/ Job Specifications / Performance Agreement / Performance Plan 	Soso

Time	Item	Topics	Responsible Person
		<ul style="list-style-type: none"> • Uploading POE 	
13h00	Lunch Break		
13h30	IDP Assist	<ul style="list-style-type: none"> • Uploading your draft IDP • Integration with the SDBIP • IDP of the Future 	Frieda
14h30	Organisational Indicator Library	<ul style="list-style-type: none"> • Purpose of the library • Future Integration with other modules • How to populate data into the library 	Louisa
15h30	Tea Break		
16h00	Question and Answer Session	<ul style="list-style-type: none"> • Any questions the participants would like to discuss (User Group Discussion) 	ALL
17h00	Close for day		

Day 2: 18 May 2023 - Thursday

Time	Item	Topics	Responsible Person
07h30	Registration	<ul style="list-style-type: none"> • All attendees register 	
08h00	Overnight questions	<ul style="list-style-type: none"> • Attend to questions on previous day content 	Frieda
08h30	SDBIP Assist	<ul style="list-style-type: none"> • Set up the Organigram • New SDBIP import procedure • Resolving errors on the import sheet • Tips and Tricks for using import sheets / lists • Capturing SMART Indicators (content) • Explaining User Access – How are users linked to what they can update (User / Role Types) • mSCOA Alignment • Understanding Calculation Types • How to convert narrative targets 	Janet
10h00	Competency Library	<ul style="list-style-type: none"> • Purpose of the library • Integration with other modules • How to populate data into the library 	Louisa
11h00	Tea Break		
11h30	Individual Indicator and Job Activity Library	<ul style="list-style-type: none"> • Purpose of the library • Integration with other modules • How to populate data into the library 	Louisa
12h30	Individual Performance Assist	<ul style="list-style-type: none"> • User Access (employee vs non-employee) • Set up scorecard Templates 	Janet
13h00	Lunch Break		

Time	Item	Topics	Responsible Person
13h30	Individual Performance Assist Continued)	<ul style="list-style-type: none"> Competency Scoring (Reg 805 compared to Reg 890) Assessment procedure functionality 	Janet
15h30	Tea Break		
16h00	Question and Answer Session	<ul style="list-style-type: none"> Any questions the participants would like to discuss (User Group Discussion) 	ALL
17h00	Close for day		

Day 3: 19 May 2023 - Friday

Time	Topic	Purpose	Responsible Person
07h30	Registration	All attendees register	
08h00	Overnight questions	Attend to questions on previous day content	
09h00	PDP Assist	<ul style="list-style-type: none"> PDP linkages with other modules Add a learning a new event 	Ethyn
10h30	Tea Break		
11h00	Risk Assist	<ul style="list-style-type: none"> How to upload a new risk register Using the Assurance Functionality 	Frieda
12h00	Query Assist	<ul style="list-style-type: none"> How to upload a new query 	Louisa
13h00	Lunch Break		
13h30	Overflow Session	Any topics raised not covered	All
14h30	System Administrator feedback	Feedback from attendees on training and topics for future sessions	All
15h00	Formal Closure	<i>Departure if no Q&A</i>	
16h00	Question and Answer Session	<ul style="list-style-type: none"> Final opportunity for any questions the participants would like to discuss (User Group Discussion) 	ALL
17h00	Closure	Departure Action iT Team	

Notes:

1. Training is of a technical nature and will require prior knowledge of the system.
2. All attendees must bring along their own laptops.
3. Certificates of attendance will be issued for those topics attended only.
4. Registration fee, if paid before 31 March 2023: R2 850 + VAT (= R 3 277.50)
5. Registration fee, if paid between 1 April and 30 April 2023: R 3 250 + VAT (= R 3 737.50)
6. Registration fee, if paid after 1 May 2023: R 3 750 + VAT (= R 4 312.50)
7. Book your seat as soon as possible as space is limited.

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