



OVERVIEW OF TRAINING MANAGER

What is Training Manager?

Training Manager is a database that acts as a central repository for skills and safety training records of your unionized Mechanical employees. Training Manager was developed jointly with UA Local 488 and is currently being offered as a pilot to contractors. The goal of the pilot is to refine the functionalities of the database so that CLR-A can expand the capabilities of the database by partnering with other unions.

What does Training Manager do?

Training Manager is accessible by both the union and by contractors for the purposes of adding training information and viewing the training records of individuals. The following are additional functionalities of the database:

- Profiles for active employees working within the scope of the Mechanical (Provincial) Collective Agreement in Local 488's jurisdiction have been created and continue to be populated by the union. Contractors can also add training to their employees' profiles quickly and easily.
- Images of the actual training certificate are uploaded for each training type and can be viewed for validation of the training.
- Triggered by the dispatch information from the union, contractors may only view the full training record of their current employees which prevents mining of the database and is compliant with privacy legislation.
- Training information for previous employees may be viewed by contractors up to the point that they were no longer employed by the contractor. This allows for a point-in-time view of an individual's training for auditing purposes.
- Contractors have the ability to create lists of employees who are working on a specific crew. Reports of those crew lists, including employee names, training types and expiry dates, and a QR Code which links to an image of the certificate, can be saved, emailed or printed for reference.
- Searches can be conducted to find:
 - A specific worker
 - A list of workers in a particular union local
 - A list of workers attached to a particular crew list
 - All workers currently working for the contractor
 - All workers previously employed by the contractor
 - All workers with a specific training type/certificate
 - All workers with a specific training type/certificate which between specific issue or expiry dates
 - All workers with training expiring within a 30, 60 or 90 day time period.
- Reports containing an individual's entire training record and individuals' with expiring training can be saved, emailed and printed.
- Mobile devices can be used to view individuals' training records by scanning a QR Code located on various reports and on the dispatch slip.

Why should I use Training Manager?

Training Manager provides a single place to view employees' skills and safety training, including training provided by other companies and the union, which will ultimately reduce the costs associated with duplicate and unnecessary training.

In addition to quickly storing and accessing the training of current workers, contractors are also able to view the training records of previous workers, up to the date that they ceased working for that contractor. This ensures that historical records are still accessible for auditing purposes without compromising the privacy boundaries of workers no longer employed by that organization. Training Manager is also easy to use and update and is easily accessible from any computer or mobile device.

While only available for Mechanical employees who are members of Local 488 currently, Training Manager will continue to be refined as needed based on users' feedback with the intention of being expanded to capture other unionized employees. To do this, we require users to experience the database and its capabilities.

How do I access Training Manager?

To receive log in credentials for Training Manager, a senior representative of the contractor must sign a copy of the User Agreement which is available at www.clra.org under the Training Manager button. The signed User Agreement, along with the name and email address of the individual(s) who will be assigned as an Administrator of the database need to be returned to CLR-A at TrainingManager@clra.org to facilitate assignment of a username and password for the Administrator(s).

Once the login information has been received, the Administrator(s) is then responsible for assigning new user accounts to others within your organization, as well as the ongoing management of user accounts. Basic user accounts provide for viewing and updating capabilities within the database. Each organization can assign up to two Administrators.

How do I use Training Manager?

A comprehensive user manual (available at www.clra.org under the Training Manager button) has been created to provide users with step-by-step instruction, including screen shots, on using the various functions of the database. Additionally, individuals who will have responsibility for entering worker training certificates (including Administrators) into the database have the option to attend an in-person training session at CLR-A which will provide basic demonstrations of the capabilities of the database. Initial training sessions will be offered on December 5, 7, 12, and 14, with additional sessions being added in the New Year. Online registration is provided at www.clra.org under the Training Manager button. Classes are limited to 12 individuals each.

How do I give feedback on Training Manager?

Feedback is encouraged and can be provided at any time by email to TrainingManager@clra.org or by speaking with Crystal Norton or Herb Holmes at 780-451-5444.

Feedback will also be sought from organizations using Training Manager on an ongoing basis to ensure that the database is user friendly, and is capturing and providing information that is valuable to its users.