



**SAI360**

Risk | Learning | EHS | Sustainability

# SAI360 Academy Course Catalog EHS&S

October 2022



# 1. Table of Contents

- 1. SAI360 ACADEMY COURSE CATALOG..... 4
  - 1.1 Introduction..... 4
  - 1.2 Course offerings..... 4
  - 1.3 Learning Formats..... 4
  - 1.4 Registration..... 5
  - 1.5 Contact information ..... 5
- 2. BASIC EHS&S TRAINING ..... 6
  - 2.1 Introduction to SAI360 EHS&S ..... 6
  - 2.2 EHS&S Reporting Essentials..... 7
- 3. ADMINISTRATOR TRAINING PROGRAM ..... 8
  - 3.1 Administrator Essentials ..... 8
  - 3.2 Administrator Advanced..... 9
  - 3.3 Questionnaire Template Configuration..... 10
- 4. END USER TRAINING PACKAGE..... 11
  - 4.1 End user training program..... 11

# 1. SAI360 ACADEMY COURSE CATALOG

## 1.1 Introduction

Training is a key part of any EHS&S implementation. With training from SAI360 Academy, you ensure that you maximize the success of your implementation. Your employees will be more productive and efficient from the beginning. Our common objective is a successful implementation and true embedding of our solution in your organization.

This course catalog gives you information on all the EHS&S courses offered by SAI360 Academy. To find the right course for your needs, several aspects need to be taken into consideration: the role of the attendees, whether certification is required and which learning format is preferred. If you have any questions or would like to speak to an educational advisor, please contact SAI360 Academy.

## 1.2 Course offerings

The courses on offer are divided into the following categories:

- Basic EHS&S training
- Administrator training
- End user training programs

An overview of each course is available from page 6 onwards.

## 1.3 Learning Formats

We understand your business needs: you are looking for well-educated professionals, but they often must be educated in a limited time frame and in a cost-effective way. Therefore, SAI360 Academy offers you a variety of learning formats:

- Instructor-led training (ILT):  
These courses take place in a classroom environment at a SAI360 location or on-site at the customer. We schedule regular open roster courses and dedicated training sessions on-demand. These are supported by eLearning and offline assignments.
- Virtual Instructor-led training (VILT):  
These courses are a blend of live virtual classroom sessions, eLearning and offline assignments.
- eLearning (EL):  
These courses are interactive eLearning modules which may include supporting offline material. All eLearning courses are hosted in the SAI360 Learning Center which can be accessed 24/7 from any computer with internet access.

On request, all tracks and courses can be personalized for an optimal fit with your training requirements.

## 1.4 Registration

There are several ways to register for a SAI360 course:

- Contact your SAI360 Account Manager
- Send an email to: [academy@sai360.com](mailto:academy@sai360.com)

In case of an Open Roster course, the participant will receive a confirmation of registration within a few working days and an invitation with further details about the training location approx. five (5) working days before the start of the course. If the desired course is fully booked, the SAI360 Academy will contact the participant to reschedule their participation.

In case of an eLearning course, the login details to the Academy Learning Center will be sent via email to the participant(s).

Dedicated training courses can be planned in collaboration with our Planning Department.

### **Cancellation policy**

Cancellation must always be in writing, at which the cancellation date will be the date of receipt of the written cancellation by SAI360 Academy.

In the event of an Open Roster Course, the cancellation costs will be a percentage of the course price, namely:

- Up to and inclusive twenty (20) working days before start of the course: 0%.
- Twenty (20) up to and inclusive ten (10) working days before start of the course: 50%.
- Less than ten (10) working days before start of the course: 100%.

You can substitute a participant enrolled for a course by another person, if this has been notified to SAI360 Academy before the start of the course. Such a replacement will not result in additional costs.

SAI360 Academy reserves the right to cancel course dates due to insufficient enrollment. Participants will be notified of cancellations within seven calendar days of the course start date. If a course is cancelled for any reason by SAI360, any pre-paid registration fees will be refunded. SAI360 Academy is not responsible for airline penalties related to the cancellation of SAI360 courses or events. Please be aware of the airline restrictions regarding non-refundable airline tickets when purchasing an airline ticket.

The same cancellation policies apply for dedicated groups.

## 1.5 Contact information

For more information on our learning activities, contact your SAI360 Account Manager or contact SAI360 Academy directly: [academy@sai360.com](mailto:academy@sai360.com)

## 2. BASIC EHS&S TRAINING

SAI360 Academy offers a basic eLearning course as self-study introduction to its further training programs.

### 2.1 Introduction to SAI360 EHS&S

This course is an overview of how the application supports your EHS&S business processes.

Introduction to SAI360 EHS&S	
Target Audience	Professional users, administrators
Prerequisites	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> </ul>
Format	eLearning course (available in the Learning Center)
Duration	70 minutes
Learning Objectives	After completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Navigate in the solution interface</li> <li>• View pending tasks</li> <li>• Add a record</li> <li>• View records</li> <li>• Analyse records</li> <li>• Generate reports</li> <li>• Raise an incident and complete the tasks in the incident management workflow</li> </ul>

## 2.2 EHS&S Reporting Essentials

This course explores the reporting and analytics capabilities available within the web app.

*Note:* this course does not cover report designer tasks like building / updating the pre-configured BI Reports or Dashboards or working with Pentaho BI Console.

EHS&S Reporting Essentials	
Target Audience	Professional users, administrators
Prerequisites	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> </ul>
Format	(Virtual) Classroom Training (maximum of 8 trainees)
Duration	4 hours
Learning Objectives	After completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Identify the reporting options available in the web app</li> <li>• Create custom list views</li> <li>• Create list view visualizations</li> <li>• Generate existing reports</li> <li>• Interact with existing dashboards</li> <li>• Export and save reporting data</li> <li>• Use visualizations in dashboards (add-on self-study for administrator audience only)</li> </ul>

### 3. ADMINISTRATOR TRAINING PROGRAM

SAI360 Academy offers training programs for administrators and designers:

- The administrator training program is focused on managing the existing functional configuration of the application
- The designer training program is focused on implementing functional changes to the existing configuration of the application
- An additional module covers configuring and importing questionnaire templates

#### 3.1 Administrator Essentials

This course explains functionalities of the application that are required to perform the basic administrator tasks.

Administrator Essentials	
Target Audience	The target audience of this course are administrators
Prerequisites	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• completed the course Introduction to SAI360 EHS &amp; Sustainability</li> </ul>
Format	(Virtual) Classroom Training (maximum of 8 trainees)
Duration	1 day
Learning Objectives	<ul style="list-style-type: none"> <li>• Responsibilities of the Administrator</li> <li>• Understand the overall structure of the application</li> <li>• Understand terminology specific to the application</li> <li>• Understand the concepts of user, person, and role</li> <li>• Add, modify, and deactivate user accounts</li> <li>• Add, modify, and deactivate person records</li> <li>• Relate a user to a person</li> <li>• Relate roles to a user</li> <li>• Manage the organizational elements</li> <li>• Manage further referential and central data</li> <li>• Reassign and delegate tasks</li> <li>• Execute bulk updates</li> <li>• View audit logs</li> <li>• How to get support</li> </ul>



## 3.2 Administrator Advanced

This course explains functionalities of the application that are required to maintain and configure the SAI360 EHS & Sustainability (EHS&S) application

Administrator Advanced	
Target Audience	The target audience of this course are administrators
Prerequisites	<p>Before attending this course, students must have:</p> <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• Completed the following courses:</li> <li>• Introduction to EHS&amp;S</li> <li>• EHS&amp;S Reporting Essentials</li> <li>• EHS&amp;S Admin Essentials</li> <li>• IT background or experience with enterprise applications</li> </ul>
Format	(Virtual) Classroom Training (maximum of 8 trainees)
Duration	1 day
Learning Objectives	<ul style="list-style-type: none"> <li>• Conducting configurations</li> <li>• Forms and fields:</li> <li>• Form management</li> <li>• Field management</li> <li>• Look ups</li> <li>• Views:</li> <li>• Manage views</li> <li>• Filters</li> <li>• Menus:</li> <li>• In workspace sections</li> <li>• In other sections</li> <li>• Security:</li> <li>• Concept</li> <li>• Policy roles</li> <li>• Security status of a user</li> <li>• Troubleshooting security issues</li> <li>• Introduction to advanced functionalities:</li> <li>• Questionnaires</li> <li>• Reporting</li> <li>• Dashboards</li> <li>• Case study</li> </ul>

### 3.3 Questionnaire Template Configuration

This online course is for users who create and maintain questionnaires in SAI360 EHS&S. It explains how to download, configure and import questionnaire templates. The course includes a reference manual and access to a personal EHS&S training environment for hands-on practice configuring and answering questionnaires.

Questionnaire Template Configuration	
Target Audience	The target audience of this course are administrators
Prerequisites	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• completed the course Introduction to SAI360 EHS &amp; Sustainability</li> </ul>
Format	<ul style="list-style-type: none"> <li>• eLearning course (available in the Learning Center)</li> <li>• Reference/course manual</li> <li>• 7 days access to a personal EHS&amp;S training environment (hands-on practice)</li> </ul>
Duration	70 minutes + optional hands-on practice
Learning Objectives	<ul style="list-style-type: none"> <li>• Understand and apply good questionnaire design</li> <li>• Download questionnaire templates</li> <li>• Configure questionnaire templates</li> <li>• Import questionnaire templates</li> <li>• Answer questionnaires</li> <li>• Modify questionnaire templates</li> <li>• Understand how questionnaires are linked to a business process</li> </ul>

## 4. END USER TRAINING PACKAGE

SAI360 Academy offers a training program to end users. These are interactive and engaging options directly within the software solution to assist your end users perform specific tasks in less time, without leaving their workflow:

- In-product training:  
An integrated performance support layer over the software solution provides guided, task-based walkthroughs to assist users in performing tasks in real-time.
- Quick reference cards:  
Easily accessible one-page help sheets describing the most common tasks.
- Instructional videos:  
Short, high-focus, narrated task-based video tutorials.

### 4.1 End user training program

The end user training program is fully integrated into the EHS&S solution: learning in your moment of need.

Content of the end user training program	
In-Product Training	<p>A virtual coach guides the user through the task in EHS&amp;S. The program includes the following tasks:</p> <ul style="list-style-type: none"> <li>• Raise an incident</li> <li>• Investigate an incident</li> <li>• Create an action (on an incident)</li> <li>• Respond to an action</li> <li>• Sign off an incident</li> </ul>
Instructional videos	<p>In the solution, the following instructional videos are available:</p> <ul style="list-style-type: none"> <li>• Raise an incident</li> <li>• Respond to an action</li> </ul>
Quick Reference Cards	<p>In the solution, the following Quick Reference Cards are downloadable:</p> <ul style="list-style-type: none"> <li>• Raise an incident</li> <li>• Respond to an action</li> </ul>