



The CABEM Competency Manager Platform Overview

A configurable platform that allows you to model your organizational hierarchy to assign, prioritize, track, audit, and report activities by role, team, or organization

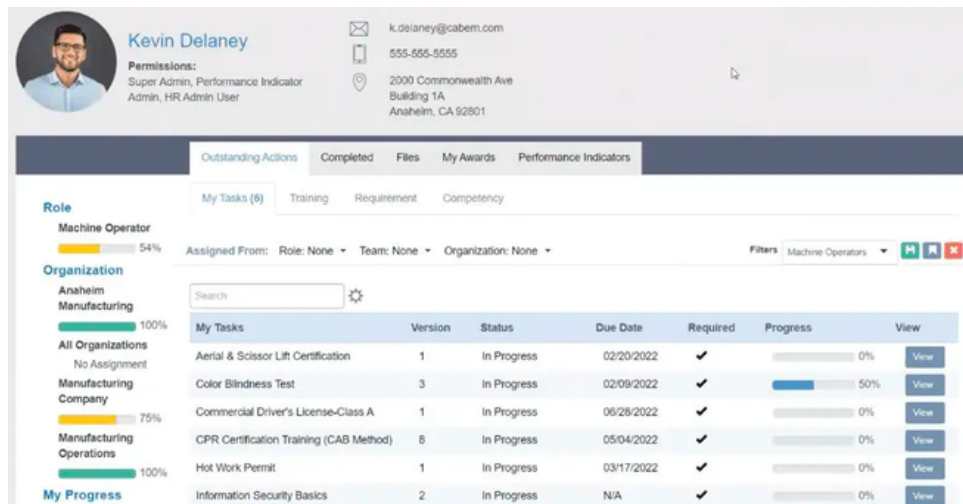


sales@cabem.com

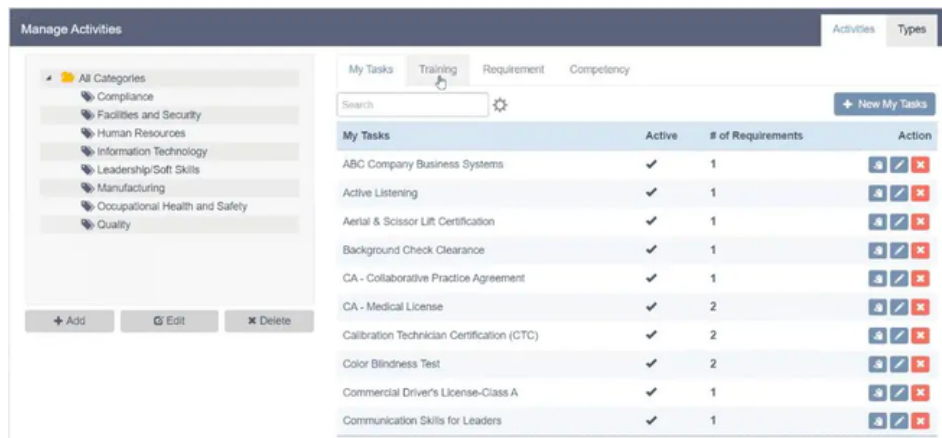
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The CABEM Competency Manager is a workforce development system that provides an at-a-glance view of an organization’s competency framework for every location, department, role, and individual across the enterprise. CABEM recognizes that competency is attained by methods not typically embraced by the functionality available within an LMS such as online training and tests. People become competent through not only formal but experiential learning.

The Competency Management platform provides a method of aggregating multiple completion methods for learning and development such as witnessing, approvals, and traditional LMS techniques. It eliminates the need for spreadsheets and filing cabinets with document libraries, to retain user records and information for current and past years. The platform identifies learning/development pathways, to help organizations stay compliant to quality management standards with document tracking, archived training materials, version control, and more, allowing organizations to pass audits with ease. It provides the ability to manage risk, automate certifications, and publish reports on actionable data, improving efficiency overall across the enterprise.

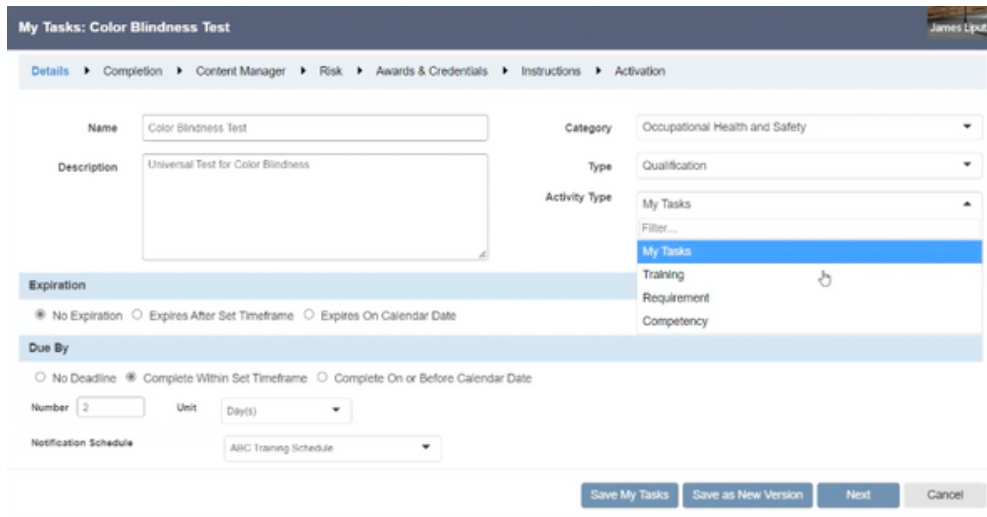


User Profiles and Dashboard
Easily accessible and built to manage workflows and priorities.



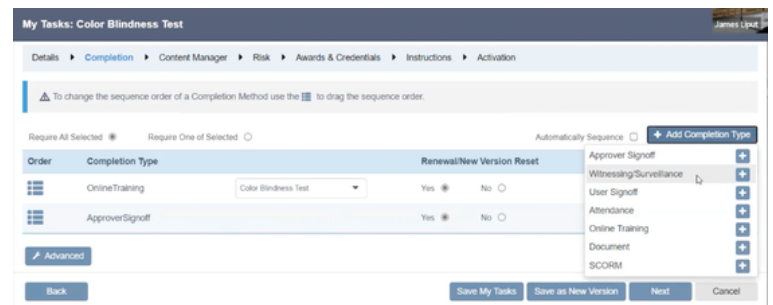
Manage Activities

Assign tasks, requirements, training, or competencies according to the needs of your organization. You can configure the system to support the unique needs of your organization.



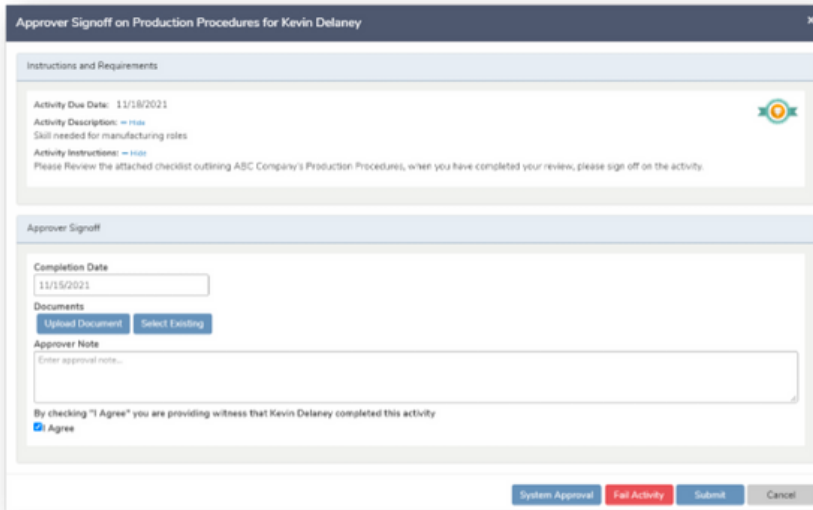
Set the requirement and the configurable options for managing the Activity.

Once an Activity is set up with all of the necessary requirements – the Completion Method must be assigned. Use one completion method, or many, and sequence them as needed.



Competency Manager Confirmation Methods

One of the key differentiators of the Competency Platform is the variety of learning completion methods available within the system that can stand alone or be aggregated as workflows to satisfy competency requirements and expectations. Examples include User/Manager/SME approvals, performance assessments, proficiency scales, mentor oversight, automated expiration and renewal of certifications, event attendance, and proof through required upload of documentation. The built-in LMS includes test taking, video playback, instructor-led training, and guided learning. Employees avoid missing key deadlines with automated notifications. Users are alerted to new and overdue competencies, certification renewals, and approaching requirements and trainings.



Approver Signoff on Production Procedures for Kevin Delaney

Instructions and Requirements

Activity Due Date: 11/18/2021
 Activity Description: -- none
 Skill needed for manufacturing roles
 Activity Instructions: -- none
 Please Review the attached checklist outlining ABC Company's Production Procedures, when you have completed your review, please sign off on the activity.

Approver Signoff

Completion Date: 11/15/2021

Documents: [Upload Document](#) [Select Existing](#)

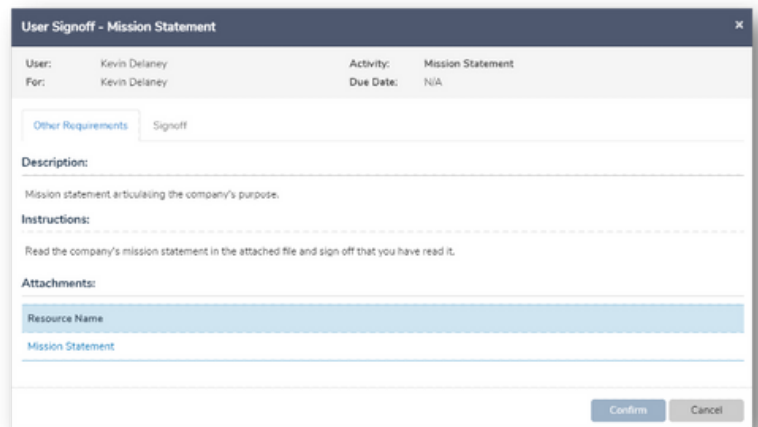
Approver Note:

By checking "I Agree" you are providing witness that Kevin Delaney completed this activity
 Agree

[System Approval](#) [Fail Activity](#) [Submit](#) [Cancel](#)

Approver Sign-off
 Ensure oversight across the organization by requiring approver signoff as a simple standalone requirement or as a final task in a multi-step process, such as achievement of certification.

User Sign-off
 Grow employee confidence and awareness on internal policies and external regulations by requiring user sign-off.



User Signoff - Mission Statement

User: Kevin Delaney Activity: Mission Statement
 For: Kevin Delaney Due Date: N/A

[Other Requirements](#) [Signoff](#)

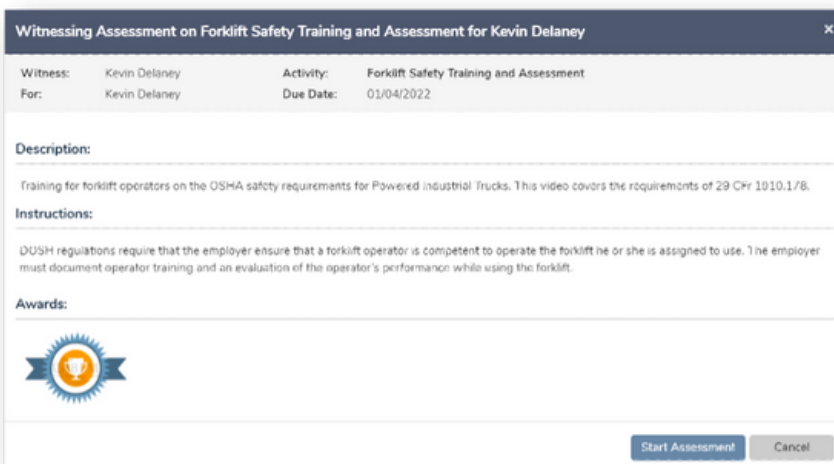
Description:
 Mission statement articulating the company's purpose.

Instructions:
 Read the company's mission statement in the attached file and sign off that you have read it.

Attachments:

Resource Name
 Mission Statement

[Confirm](#) [Cancel](#)




Witnessing Assessment on Forklift Safety Training and Assessment for Kevin Delaney

Witness: Kevin Delaney Activity: Forklift Safety Training and Assessment
 For: Kevin Delaney Due Date: 01/04/2022

Description:
 Training for forklift operators on the OSHA safety requirements for Powered industrial Trucks. This video covers the requirements of 29 CFR 1010.118.

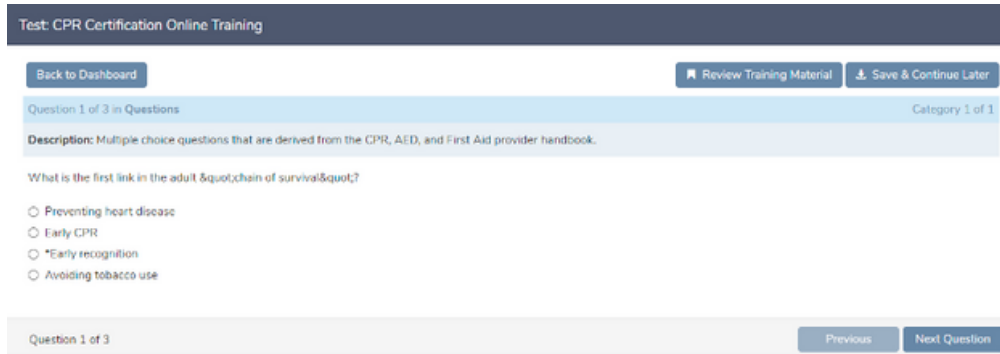
Instructions:
 DUSH regulations require that the employer ensure that a forklift operator is competent to operate the forklift he or she is assigned to use. The employer must document operator training and an evaluation of the operator's performance while using the forklift.

Awards:



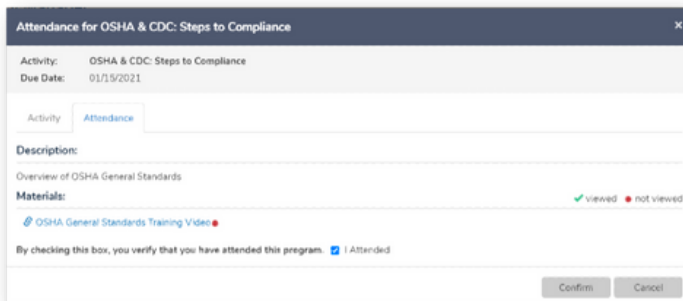
[Start Assessment](#) [Cancel](#)

Witnessing
 Capture experiential learning on-site through Witnessing. Subject matter experts can quickly and easily administer on-the-job training through custom assessments. All the information needed is recorded in the system via multiple formats like video upload. Move beyond checking boxes to make an impact on the behavior, culture and values across your organization.



Online Training

With the built-in LMS, you can build tests to quiz your learners at every point of the journey, leveraging a wide variety of question formats. Set passing percentages and define the number of attempts your learners have to retake quizzes. Administer required or optional standalone training courses or require them as steps to achieve competency or certification.

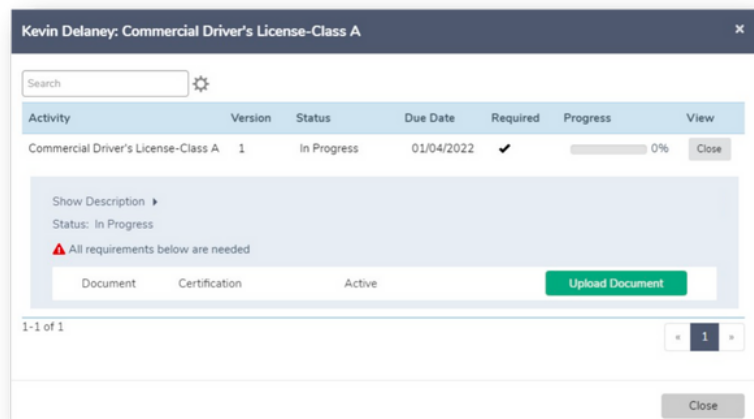


Attendance

Track event attendance at instructor-led training courses, community outreach, or instructional webinars.

Documentation

Require document upload to maintain proper employee training, certification, and compliance records. Quickly verify whether an individual or project team has all the documentation required for their work and provide evidence of certification to auditors, vendors, customers, and suppliers.



Did the training content meet your expectations?
Answer:

Was the size of your training group appropriate?
 Yes, it was just right
 No, it was too small
 No, it was too large

Training Quality

	Very Poor	Poor	Good	Very Good	Outstanding
How would you rate the quality of the training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate the quality of the instructor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any suggestions to improve this course?
Answer:

Surveys
Leverage the competency manager's built-in survey features to learn and adapt your learning and competency program accordingly.

Curriculum Development

Develop relevant learning paths through employee development plans that drive performance, compliance, and career goals with current and target proficiency scales, including the Dreyfus Model.

Mentoring

Mentoring development plans are customizable learning paths that allow mentors to guide mentees through suggested or on-the-fly activities as their knowledge and proficiency progress. Use knowledge retention activities to help your workforce apply what they learn to take their expertise to the next level.

Development Plan

Group(s): Communication & Relationship Management Mentor(s): Kate Drenckhahn Date Created: 06 Oct 2021

Development Plan Setup

Due Date for Mentee: N/A Activation: Active

Notification Schedule: Schedule

Showing Assignments: Active

Relationship Management (0 out of 3 completed)			
Status	Competency	Active Assignments	Current Level
✓	Build collaborative relationships	4	1 — 2 — 3 2- Competent
✓	Creating an ethical culture in an organization	1	1 — 2 — 3 3- Expert
✓	Demonstrate effective interpersonal relations	1	1 — 2 — 3 3- Expert
✓	Develop and maintain medical staff relationships	1	1 — 2 — 3 3- Expert
✓	Develop and maintain supplier relationships	1	1 — 2 — 3 2- Competent
✓	Identify stakeholder needs/expectations	1	1 — 2 — 3 3- Expert
✓	Organizational structure and relationships	1	1 — 2 — 3 1- Novice
✓	Other professional norms and standards of behaviors	1	1 — 2 — 3 3- Expert
✓	Practice and value shared decision making	1	1 — 2 — 3 2- Competent
✓	Provide internal customer service	1	1 — 2 — 3 2- Competent

> Communication Skills (0 out of 0 completed)

Facilitation and Negotiation (0 out of 0 completed)			
Status	Competency	Active Assignments	Current Level
✓	Build effective physician and administrator leadership teams	1	1 — 2 — 3 1- Novice
✓	Create, participate in and lead teams	1	1 — 2 — 3 1- Novice

Activity Grids & Reporting

CABEM’s Competency Manager includes powerful reporting capabilities out of the box. The interactive Activity Grid matrix is a skills inventory that makes it easy to zero in on user progress toward completion. The Activity Grid allows Managers, Mentors, and System Administrators to view the details of a user’s progress for all assignments, as well as the ability to act through approval signoffs, assessments, and multiple other actions right from within the same screen.

Discriminating filters provide the most efficient way of accessing important business intelligence in real time.

Activity Grid

Users From: Role: Machine Operator Team: None Organization: Anaheim ... Employee List: None

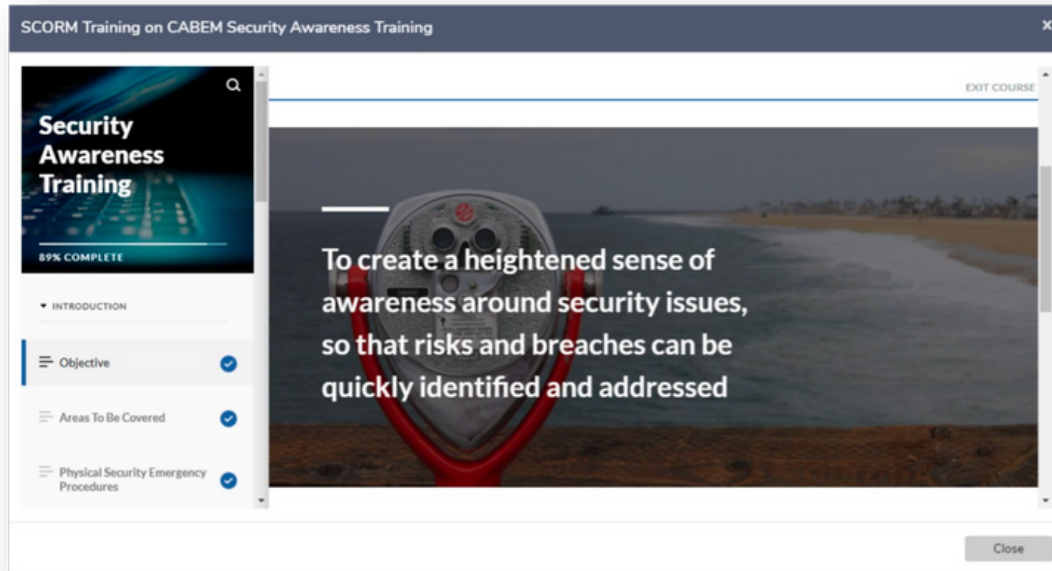
Sort By: Types: None Categories: None Competency: None Other Requirements: No...

	CPR Certification Training (CAB Method)	Color Blindness Test	Commercial Driver's License - Class A	Forklift Safety Training and Assessment	Guide to Industrial Coatings and Metal Finishes	Job Safety Analysis - Crane Operations	Product Quality Requirements	Production Procedures	Reading Blueprints and Schematics	Security Awareness - Interactive Training Course	Watch: Digital Supply Chain Evolution MICHauto 2020 Roundtable
Anderson Brown	80%	0%	100%	0%	0%	100%	0%	0%	100%	0%	100%
Kevin Delaney	0%	100%	0%	0%	100%	0%	0%	0%	100%	0%	100%
Brian Marshall	100%	100%	100%	100%	100%	100%	100%	100%	0%	0%	100%
Irene Morgan	100%	100%	0%	100%	0%	100%	100%	100%	50%	0%	100%
Frank Quinn	0%	100%	100%	100%	100%	100%	100%	100%	100%	0%	100%
Ryan Slater	100%	100%	0%	100%	0%	0%	100%	0%	0%	0%	0%
Grace Turner	100%	0%	100%	F	100%	0%	100%	100%	50%	0%	100%
Justine Ward	100%	0%	0%	E	100%	100%	0%	100%	50%	0%	0%
Paul Wright	0%	0%	F	0%	100%	0%	0%	0%	100%	0%	0%

Additional Reporting

With built-in reporting, the Gap Analysis, Activity Metrics, Training metrics, Risk Analysis, or Role Compliance reports will give you the feedback you need to make sound business decisions or pass your upcoming audit.

Our LMS or SCORM – Or Yours

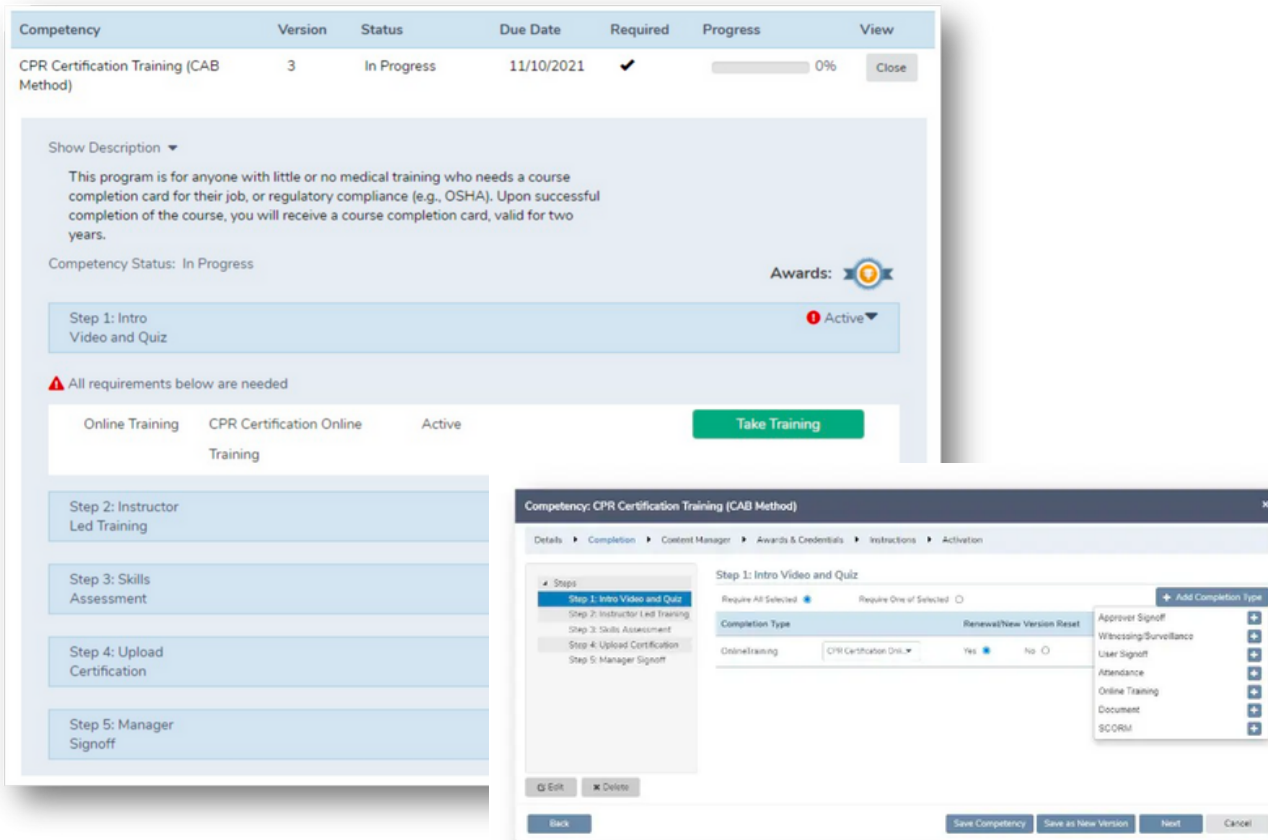


CABEM's Competency Manager makes learning accessible to the entire workforce through its many options for implementing blended learning. With SCORM compatibility and a built-in LMS, the Competency Manager provides a central framework for all your content, no matter the source. Centralized learning materials allow your organization to stay organized and provide consistency, two essential elements of increasing learner engagement. Easily import existing training programs, build your own tests and assessments, track attendance, administer guided learning. Create a learning ecosystem by integrating with your existing LMS or pull in content from third party content providers.

With the Competency Manager there's no single right way to offer learning options to your workforce!

Automate Your Competency Framework

Automate your current or newly designed competency framework with simple or more complex multi-step competencies, certifications, trainings, and regulatory compliance requirements. Multiple workflows accommodate sequencing for prerequisite tasks, such as self attestations, manager approvals, document uploads, in addition to evaluations and trainings.



Integrate or Unite to Build Better

At our core, we are a custom software company. We are comfortable addressing any unique technical requirements a customer may have, including integrations between systems.

We can tailor fit the product to any needs of the customer. Current integrations include HRIS systems, SSO, Active Directory, Primary Source Verification, DocuSign, and multiple training platforms.

Onboarding and Acquisitions are made more efficient for the Enterprise with the CABEM Competency Manager. It is scalable to accommodate growing organizations. It facilitates efficient group onboarding, and assignments, and quickly administers competencies by Roles, Teams & Special Projects, and Organizational groups such as location and department. New employees, locations, departments, and associated training, competencies, and information are added through API integrations or CSV upload.