GHG Harparkash College of Education for Women
Sidhwan Khurd, Ludhiana

Workshop on ERP Software for Administrative Staff

The workshop on Enterprise Resource Planning (ERP) software (Enterprise resource planning (ERP) solution that helps colleges to manage attendance, performance report, admissions, events, examination, transportation, and more) was held on 9 Nov. 2023 at G.H.G. Harparkash College of Education for Women, Sidhwan Khurd, Ludhiana to enhance the proficiency of non-teaching staff in using ERP systems for administrative tasks. The event was organized by G.H.G. Harparkash College of Education for Women, Sidhwan Khurd and aimed at improving operational efficiency and data management across various departments.

Objectives

1. **Overview of ERP Software**: To provide a comprehensive understanding of what ERP software is and its relevance in the administrative context.
2. **Skill Enhancement**: To train non-teaching staff on the effective use of ERP systems.
3. **Process Streamlining**: To streamline administrative processes and reduce redundancy.
4. **Resource Management**: To ensure efficient management of resources and accurate data handling.

Participants

A total of 15 non-teaching staff members participated in the workshop, representing departments such as:

- Administration
- Finance
- Human Resources
- Support Services
- IT Club

Resource Persons
Senior ERP Consultant from School pad and IT Specialist from School pad, specializing in ERP software training and support.

Workshop Agenda

Introduction and Basic Training

1. **Welcome and Introduction**
   - Opening remarks by
   - Introduction to the workshop objectives and schedule.
2. **Introduction to ERP Software**
   - Definition and importance of ERP systems.
   - Overview of different ERP modules (Finance, HR, Inventory, etc.).
   - Case studies showcasing successful ERP implementations.
3. **Basic Navigation and Interface**
   - Login procedures and user roles.
   - Navigating the ERP dashboard.
   - Customizing user interface for individual needs.
4. **Data Entry and Management**
   - Entering and updating records.
   - Managing user profiles and permissions.
   - Importing and exporting data.

Advanced Training and Practical Sessions

1. **Advanced Functionalities**
   - Generating and interpreting reports.
   - Using analytics for decision-making.
   - Integrating ERP with other software tools.
2. **Hands-On Practice Sessions**
   - Real-time data entry exercises.
   - Scenario-based problem-solving tasks.
   - Individual and group activities for skill enhancement.
3. **Common Issues and Troubleshooting**
   - Identifying and resolving common errors.
   - Best practices for data security and backup.
   - Accessing support and resources.
4. **Q&A and Feedback Session**
   - Open forum for participants to ask questions.
   - Trainers addressing specific concerns and queries.
   - Collecting feedback for future improvements.

Key Highlights

- **Interactive Learning**: The workshop included numerous interactive elements such as live demonstrations, Q&A sessions, and group activities, ensuring active participation and engagement.
- **Practical Exposure**: Participants had extensive hands-on practice with the ERP software, allowing them to apply what they learned in real-world scenarios.

- **Expert Guidance**: The presence of experienced trainers ensured high-quality instruction and personalized attention to participants' needs.

Feedback Summary

The feedback collected from participants was overwhelmingly positive. Key points included:

- **Trainer Expertise**: Participants appreciated the trainers' knowledge and ability to explain complex concepts clearly.
- **Relevance**: The training was deemed highly relevant to their daily tasks and responsibilities.
- **Confidence Boost**: Many participants reported increased confidence in using the ERP system post-training.
- **Suggestions**: Some suggested more frequent refresher courses and advanced modules.

Challenges and Solutions

- **Initial Resistance**: Some staff members were initially resistant to adopting new technology. This was addressed through motivational sessions and demonstrating the practical benefits of ERP.
- **Technical Issues**: Minor technical issues were encountered during the hands-on sessions, which were promptly resolved by the IT support team.
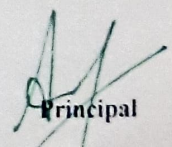
Conclusion

The ERP software workshop for non-teaching staff was a significant step towards enhancing operational efficiency and data management within the institution. The objectives were met successfully, and participants left with a better understanding and greater confidence in using the ERP system.

Recommendations

1. **Regular Training Sessions**: Conduct periodic refresher and advanced training sessions to maintain and enhance ERP proficiency.
2. **Support System**: Establish a dedicated support team to assist staff with any issues related to the ERP software.
3. **Feedback Mechanism**: Implement a continuous feedback loop to identify areas of improvement and tailor future training sessions accordingly.
4. **Integration Workshops**: Organize additional workshops focusing on integrating ERP with other software tools used within the institution.

Coordinator

Dr. Manjeet Kaur

Principal

Dr. Amandeep Kaur