

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

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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.

Permissi Super Adr	Delaney ons: min, Performance Indicator R Admin User	0	k.delaney@cab 555-555-5555 2000 Common Building 1A Anahelm, CA 9	vealth Ave		D ₂			
	Outstanding Actions	Completed	Files My /	wards Performat	nce Indicators				
Role	My Tasks (6) Train	ning Requin	ement Corr	petency					
Machine Operator									
54%	Assigned From: Role: I	None - Team:	None - Org	anization: None *			Filters Machine Op	verators •	
Organization									
Anaheim Manufacturing	Search	⇔							
100%	My Tasks		Version	Status	Due Date	Required	Progress		View
All Organizations No Assignment	Aerial & Scissor Lift Cer	tification	1	In Progress	02/20/2022			0%	View
Manufacturing	Color Blindness Test		3	In Progress	02/09/2022	-	_	50%	View
Company 75%	Commercial Driver's Lic	ense-Class A	1	In Progress	05/28/2022	-		0%	View
Manufacturing Operations	CPR Certification Traini	ng (CAB Method) 8	In Progress	05/04/2022	-		0%	Vew
100%	Hot Work Permit		1	In Progress	03/17/2022	-		0%	View
My Progress	Information Security Ba	sics	2	In Progress	N/A	-		0%	View

User Profiles and Dashboard

Easily accessible and built to manage workflows and priorities.

nage Activities									Activities Types
🔺 📁 All Cate	pories		My Tasks	Training	Requirement	Competency			
Com	pliance		Search	0	¢				+ New My Tasks
Facilities and Security		anarch		345				- rearing mass	
Human Resources			My Tasks				Active	# of Requirements	Actio
Solution Technology			ABC Compar	ABC Company Business Systems			1	1	a / 🛛
S Manufacturing			Active Listening			1	1		
	Socupational Health and Safety		Aertal & Scissor Lift Certification			1	1		
Se Qua	iny								
			Background	Check Cleara	nce		~	1	a / 🛛
			CA - Collabo	rative Practice	Agreement		1	1	a / 🗵
+ Add	C Edit	× Delete	CA - Medical	License			~	2	a 🖊 🗵
	6 Edit	* Delete	Calibration Te	echnician Cert	ification (CTC)		~	2	a / ×
			Color Blindne	ess Test			1	2	3 / 1
			Commercial	Driver's Licen	se-Class A		1	1	8 / ×
			Communicati	ion Skills for L	earliers		1	1	a / ×



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.

tails Comp	ietion Content Manager Risk Awards & Cre	edentials Instructions Ac	tivation		
Name	Color Blindness Test	Category	Occupational Health and	Safety	•
Description	Universal Test for Color Blindness	Туре	Qualification		•
		Activity Type	My Tasks		
			Filter		
		4	My Tasks		
Expiration			Training	5	
No Expiration	O Expires After Set Timeframe O Expires On Calendar Da	de .	Requirement Competency		
Due By					
O No Deadline @	Complete Within Set Timeframe O Complete On or Befo	re Calendar Date			
Number 2	Unit Dity(s)				
Notification Schedule	ABC Training Schedule				

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.

Details	Completion Content M	anager 🕨 Risk 🕨 Awards & Credentials	Instructions Activation	
▲ To d	change the sequence order of a Co	mpletion Method use the 🧱 to drag the sequen	nce order.	
Require All	I Selected 🛞 Require One o	f Selected O	Automat	cally Sequence 📄 🔸 Add Completion Ty
Order	Completion Type		Renewal/New Version Reset	Approver Signoff
	OnlineTraining	Color Blindness Test	Yes 🏶 No 🔿	Witnessing/Surveillance D User Signoff
	ApproverSignoff		Yes 🕷 No 🔿	Attendance Online Training

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.

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structions and Requirements	
Natively Due Date: 11/18/2021 Natively Description: = max Bill needed for manufacturing roles Natively Instructions: = = ico Rease Review the attached checklist outlining ABC Company's Production Procedures, when you have completed your review, please sign off on the activity.	×0×
sprover Signoff Completion Date 11/15/2021 Documents Ucyload Document Server Londing	
pprover Note Enter approvel note	
by checking "I Agree" you are providing witness that Kevin Delaney completed this activity Br Agree	

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: For:	Kevin Delaney Kevin Delaney	Activity: Due Date:	Mission Statement NIA				
Other Rec	quirements Signoff						
Descriptio	n:						
Mission stat	tement articulating the company's pu	pose.					
Instruction	18:						
Read the co	empany's mission statement in the att	ached file and sign off that you have	read it.				
Attachmer	nts:						
Resource M	iame						
Mission Sta	itement						
			Confirm Cancel				

Witness: For:	Kevin Delaney Kevin Delaney	Activity: Due Date:	Forkilft Safety Training and Assessment 01/04/2022
Description			
Training for f	orklift operators on the OSP	HA safety requirements	for Powered Industrial Trucks. This video covars the requirements of 29 CFr 1010.178.
Instructions	8		
DOSH regula			ift operator is competent to operate the forklift he or she is assigned to use. The employer ator's performance while using the forklift.
	ent operator training and ar	a evaluation of the oper-	
must docum	ent operator training and ar	evaluation of the oper	ано в рестоятно на на вред инститиче.
must docum	ent operator training and ar	a evaluation of the oper	and a periodinal for which saving the rolling.
must docum	ent operator training and ar	evaluation of the oper	and a periodinal for which saving the romany.
	ent operator training and ar	r evaluation of the oper	and a period network series and the non-

Witnessing

Capture experiential learning onsite 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.



est: CPR Certification Online Training	
Back to Dashboard	🖪 Review Training Material 🛛 🛓 Save & Continue Later
Question 1 of 3 in Questions	Category 1 of 1
Description: Multiple choice questions that are derived from the CPR, AED, and First Aid provider handbook.	
What is the first link in the adult "chain of survival"?	
Preventing heart disease	
O Early CPR	
 *Early recognition Avoiding tobacco use 	
Question 1 of 3	Previous Next Question

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 for OSHA & CDC: Steps to Compliance	*
Activity: OSHA & CDC: Steps to Compliance Due Date: 01/15/2021	
Activity Attendance	
Description:	
Overview of OSHA General Standards	
Materials:	🖌 viewed 🐞 not viewed
OSHA General Standards Training Video	
By checking this box, you verify that you have attended this program. 🙎 I Attended	
	Confirm Caricel

Attendance

Track event attendance at instructorled 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.

Kevin Delaney: Comme	ercial Dri	ver's Lice	nse-Class A				
Search	₽						
Activity		Version	Status	Due Date	Required	Progress	View
Commercial Driver's Licens	e-Class A	1	In Progress	01/04/2022	~		0% Close
Status: In Progress All requirements be Document	low are ne Certifica		Active			Upload Docu	iment
1 of 1							× 1 >
							Close



•	Did the training content meet your expectations?					
≡	Was the size of your training group appropriate? One, it was just night One, it was too and One, it was too large					
	Training Quality					
		Very Poor	Poor	Good	Very Good	Outstanding
	How would you rate the quality of the training?	0				0
	How would you rate the quality of the instructor?	0	0	0	0	0
٩	Do you have any suggestions to improve this course? Answe:					
					Sub	nit .

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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 Management	& Relationship	Mentor(s): Kate Drenckhahn	Date Created:	08 Oct 2021	
Development Plan Setup	È.				
Due Date for Mentee:	N/A /		Activation:	Active	~
Notification Schedule:	Schedule	*			Notify 0
Showing Assignments:	Active	*			

✓ Relatio	nship 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

> Comm	unication Skills				(0 out of 0 comp	pleted)		
✓ Facilita	tion and Negoliation				(0 out of 0 completed)			
Status	Competency	Active Assignments	Current Level					
•	Build effective physician and administrator leadership teams	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.

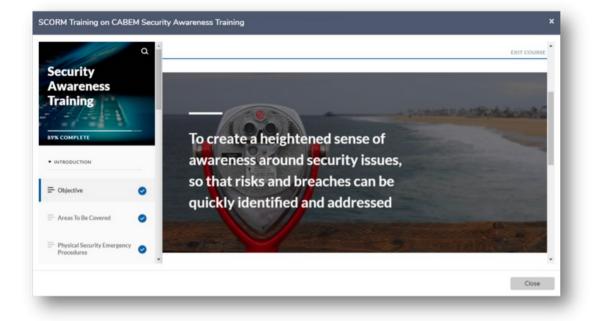
activity Grid												
Users From: R	ole: Machine	e Operator 👻 Team: None 👻 Organization: Anaheim 💌 Employee List: None 👻										
Sort By: Ty	pes: None	- Cate	gories: N	lone 🝷	Compete	ency: Non	e - Ot	ther Requ	irements	: No		
In Process Overdue Complete Expired Exempt Fail		CPR Certification Training (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 builtin 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.

Competency	Version	Status	Due Date	Required	Progress	View			
PR Certification Training (CAB lethod)	3	In Progress	11/10/2021	*	0%	Close			
Show Description 👻 This program is for anyone completion card for their job completion of the course, you years.	o, or regulatory o	ompliance (e.g., OSH	A). Upon successfu	1					
Competency Status: In Progre	SS				Awards:	x0 x			
Step 1: Intro Video and Quiz					Ac	tive			
All requirements below are	needed								
Online Training CPR Train	Certification Onl	ine Active			Take Training				
Step 2: Instructor Led Training					ining (CAB Method) Manager 🕨 Awards & Credential	a D instructions D -	ctivation		×
Step 3: Skills			# Steps		Step 1: Intro Video and O	luiz		+ Add Completi	
Assessment			Step 2	Intro Video and Quiz Instructor Led Training Skills Assessment	Require All Selected .	Require One of Selected	Renewat/New Version Reset	Approver Signoff	
Step 4: Upload Certification				Upload Certification Manager Signoff	OnineTraining CH	I Certification Onit*	Yes 🛎 No-Ö	Witnessing/Surveillance User Signoff Attendance Online Training	
Step 5: Manager Signoff								Document SCORM	
	_	_	Ci Erit	K Delete					
			Back				Save Competency Save as N	ne Version Next C	ancel

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.