Training Management Services

A global training support solution









Cut administrative cost and focus on strategic and operational tasks

TMS is highly flexible and very efficient for handling all your end to end training requirements. It is also a great opportunity to convert your training related fixed administration cost into variable costs.

Training Management Services (TMS) is a one-stopshop solution to fulfil all of our clients training needs by outsourcing the administration and processing of training requests to Maersk Training.

TMS is a flexible and cost effective solution where trainingrelated administration tasks such as identifying and auditing vendors, securing seats, issuing joining instructions, providing certificates, booking venues and coordinate with facilitators and participants, processing vendor invoices, reporting spend etc. can be outsourced to Maersk Training as an end-to-end training service delivery. Customized TMS can be designed and delivered based on our customers business need, ensuring delivery of high quality courses via our 10 state of the art training facilities and 300+ vendor agreements around the world and/or smooth administration of various learning programmes and/or smooth administration of various learning programmes.

We believe in constant development and improving our services, training and facilities to be able to offer a better learning experience. The rapid development of the industry and the current market situation is pushing for a highly cost-efficient solution, which Maersk Training is able to provide through a TMS agreement.

THE KEY BENEFITS OF TMS

- Training Administration team: Single point of contact fulfilling all training needs
- Key Account Manager: first point of contact for commercial queries ensuring commercial, operational and delivery performance
- Learning and Development team: ensuring new course development upon request.
- Cost saving by outsourcing all transactional/ administration activities
- Simplified overview of training spend vs. training budget
- Tailor made solution to meet our customer requirements
- Quality Gatekeeper assurance on training and vendors' quality
- Global reach, expert knowledge and experience
- Securing lower course prices for third party courses
- Global overview of training spend, reporting and statistics.

TMS allows you to focus on your core business

Maersk Training will provide a team of experienced professionals located in Maersk Training facilities in Svendborg, who can centrally handle all our clients training needs. This allows our clients to focus on core business resulting in less time spent on administration tasks and more time spent on working with value adding operational and strategic tasks.

With Maersk Training taking over the administrational burden such as sourcing of 3rd party vendors, booking external training venues, coordinating with all parties, processing invoices and providing timely reporting, our clients can focus on competence building of their employees that will further embed their focus on operational and strategic tasks.





More focus on strategic tasks through outsourcing of administration



How does TMS work?

With Maersk Training TMS, complex and time consuming administration tasks are made simple and easy. Once the TMS system has been adapted to your needs, all you need to do is place a training request and we will take care of the rest. From choosing course suppliers to booking and course setup, coordination, evaluation, invoicing and timely reporting will be taken care of by Maersk Training. Should a course request not be a part of our vendor catalogue, we will locate vendors and quality check 3rd party courses ensuring high quality course delivery matching our clients requirements.



Training request via E-mail



Training request via Telephone



Training Management Services (TMS)

Maersk Training takes care of the rest



Choosing course suppliers

10 MT centres around the world

Provide 3rd party courses +300 vendors signed globally

Vendor prioritization

Cost saving through negotiations

Global portfolio

Handle course providers selected by customer



Booking (and setting up co courses

Securing seats within time bound SLA

2.

Processing request in client LMS system

Providing personal hosting service

Booking external training venues and facilitators

Arrange group training and seminars

Handling of pre/post course assignments

participants

Travel/visa

vendors

Speakers

Client





3.

Coordinate and communicate

Coordinate with all parties individually and by group

Communication with

arrangements Coordination with

Booking and co-operation with presenters/



Completion: Evaluating and handling certificates

Certificate handling Evaluation and score handling

Completion in client training system/MT System Invoicing, Payment and

5.

Reporting

Receive and process vendor invoices

Overview on total training cost

Reporting and central data management

One monthly consolidated invoice to client

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