



Talent Management: Configuring and Administering Transition Management

This course covers how the Transition Management module in Talent Management supports an organization's preboarding, onboarding, and crossboarding of resources. This course includes what Transition Management is, how it is used, and how it is integrated in the Human Capital Management (HCM) solution. The setup and configuration of transition tasks, the actions associated with these tasks, and how to monitor transition progress and maintain transition programs are part of this course. This training is for version 11.

Course duration

16 hours

Prerequisite courses

- Global Human Resources: Foundation
- Global Human Resources: Configuring and Administering Global Human Resources
- Talent Management: Configuring and Administering Talent Acquisition

Prerequisite knowledge

To optimize your learning experience, Infor recommends that you have the following knowledge prior to taking this course:

- Knowledge of recruitment/onboarding industry practices

Course agenda

The agenda below details the contents of this course, including lesson-level learning objectives and supporting objectives.

Lesson	Lesson title	Learning objectives	Estimated time (hours)
	Course overview	Review course expectations.	.50

Lesson	Lesson title	Learning objectives	Estimated time (hours)
1	Transition Management overview	<p>Describe the roles, setup order, and integration to facilitate the Transition Management process.</p> <ul style="list-style-type: none"> • Describe Transition Management. • Explain how Transition Management is integrated with the HCM solution. • Define the components in Transition Management. • Identify the roles used in Transition Management. • List the order for setting up Transition Management. 	1.5
2	Talent Acquisition overview	<p>Discuss the basic recruiting process in Talent Acquisition and its integration with Transition Management.</p> <ul style="list-style-type: none"> • Describe the Talent Acquisition application and its integration with Transition Management. • Describe how to create a recruiter. • Describe how to create and approve a requisition. • Describe how internal and external candidates apply for positions. • Describe how to make an offer to a candidate. • Describe how to hire a candidate or transfer an internal resource. 	2.0
3	Talent Management processes overview	<p>Explain the transition processes for candidates and resources.</p> <ul style="list-style-type: none"> • Describe the process for preboarding candidates. • Describe the process for transitioning resources. 	1.0
4	Transition Management setup tasks	Describe the setup tasks for Transition Management.	2.5

Course Description/Agenda

Lesson	Lesson title	Learning objectives	Estimated time (hours)
		<ul style="list-style-type: none"> • Describe how to set up a transition email template. • Describe how to define transition calculation methods. • Describe how to define transition document templates. • Describe how to modify transition forms. • Explain transition content as a library to reuse. • Describe how to define transition task groups. • Describe how to define transition tasks. • Describe how to define transition programs. • Describe how to create a custom group. 	
5	Transition Management tasks and associated actions	<p>Describe how transition tasks and their associated actions are used in Transition Management.</p> <ul style="list-style-type: none"> • Describe a transition task. • Identify transition task types. • Describe the transition tasks performed by administrators. 	1.5
6	The user experience	<p>Describe the overall transition experience and process for candidates and resources.</p> <ul style="list-style-type: none"> • Describe how a candidate uses Transition Management. • Describe how a resource uses Transition Management. 	1.0
7	Monitoring transition progress	<p>Describe how to monitor transition progress.</p> <ul style="list-style-type: none"> • Describe how the various roles access the Dashboard. • Describe how to navigate the Dashboard to monitor transition tasks and program progress. 	1.5

Lesson	Lesson title	Learning objectives	Estimated time (hours)
		<ul style="list-style-type: none"> • Describe how to add or create transition tasks from the Dashboard for a candidate or resource. • Describe how to initiate programs from the Dashboard. • Describe how to attach documents from the Dashboard. • Describe how to initiate an ad hoc email from the Dashboard. • Describe how reporting is used in Transition Management. 	
8	Maintaining transition programs	<p>Describe how to maintain transition programs.</p> <ul style="list-style-type: none"> • Describe how to cancel a transition program. • Describe the process to update, change, and edit transition tasks within a transition program. • Describe how to add a task to a transition program that affects all users. 	1.0
Course summary		Debrief course.	.50