Training Design and Curriculum for ERP Users Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Training Design and Curriculum for ERP Users Training Course is designed to equip users with the essential skills and knowledge required to navigate and utilize Enterprise Resource Planning (ERP) systems effectively. With ERP systems playing a crucial role in streamlining business processes and enhancing organizational efficiency, the training course provides a structured approach to understanding and mastering ERP modules. Whether you're a novice or an experienced user, this training will enable you to leverage ERP software for data management, reporting, and decision-making. Through a combination of hands-on exercises, real-world case studies, and expert-led sessions, participants will be empowered to optimize ERP functionalities and align them with business objectives.

This course utilizes a blended learning methodology that combines instructor-led training with interactive online modules. Each module is designed to ensure deep engagement with the content, enabling users to immediately apply ERP concepts to real-life scenarios. The training also incorporates best practices for user adoption and change management, ensuring a smooth transition to ERP software for both technical and non-technical users. By the end of this course, participants will not only be proficient in using ERP tools but also possess the capability to maximize their organization's investment in ERP systems.

Programme Curriculum

Training Design and Curriculum for ERP Users Training Course

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Course Duration

5 days

Course Objectives

1. Understand the fundamentals of ERP systems and their role in business operations.
2. Gain proficiency in navigating ERP interfaces and using common functionalities.
3. Learn to configure and customize ERP modules for specific business needs.
4. Develop data entry and reporting skills for generating key business insights.
5. Understand ERP integration with other business tools and platforms.
6. Master ERP security protocols and access control features.
7. Learn best practices for managing and analyzing data within the ERP system.
8. Build knowledge of ERP workflows and how to streamline business processes.
9. Understand change management principles for a seamless ERP adoption process.
10. Learn troubleshooting techniques for common ERP system issues.
11. Apply ERP data for informed decision-making across various departments.
12. Learn to generate and interpret analytical reports within ERP systems.
13. Explore case studies of successful ERP implementations in various industries.

Target Audience

1. Business Managers.
2. IT Professionals.
3. ERP System Administrators.
4. Finance Teams.
5. Operations Managers.
6. HR Managers.
7. Procurement Teams.
8. End-Users.

Course Modules

Module 1: Introduction to ERP Systems

- Overview of ERP and its components.
- Key benefits of ERP implementation.
- How ERP systems integrate business functions.

- Different types of ERP systems available in the market.
- Case study: How an ERP system transformed a mid-sized manufacturing business.

Module 2: ERP User Interface and Navigation

- Introduction to the ERP dashboard and interface design.
- Personalizing the user interface for optimal usability.
- Navigating core ERP features and modules.
- Best practices for efficient navigation.
- Case study: User interface changes that led to improved employee efficiency.

Module 3: ERP Data Entry and Management

- Understanding the data structure in ERP systems.
- Methods for accurate data entry and validation.
- Configuring and managing master data.
- Data accuracy and consistency best practices.
- Case study: A global retail chain's approach to data management in ERP.

Module 4: Reporting and Analytics in ERP

- Introduction to ERP reporting capabilities.
- Creating custom reports and dashboards.
- Analyzing business data with ERP tools.
- Integrating ERP data with external analytics software.
- Case study: How data analytics in ERP led to cost-saving decisions.

Module 5: ERP Security and Access Control

- Setting user roles and permissions in ERP.
- Understanding ERP system security protocols.
- Configuring access levels and restricting unauthorized access.
- Encryption and data protection within ERP systems.
- Case study: Successful ERP security model for a financial institution.

Module 6: Workflow Automation in ERP

- Introduction to ERP workflow automation.
- Designing automated workflows for business processes.
- Automating approval processes and notifications.
- Benefits of workflow automation on operational efficiency.
- Case study: How workflow automation improved a logistics company’s delivery time.

Module 7: ERP Integration and Customization

- Understanding ERP integration with other business systems.
- Customizing ERP modules to fit business-specific needs.
- API integrations and third-party software connections.
- Data migration strategies and best practices.
- Case study: Successful ERP integration in a healthcare setting.

Module 8: Change Management and User Adoption

- Fundamentals of ERP implementation and user adoption.
- Strategies to handle resistance to change in ERP adoption.
- Training techniques for ensuring system adoption.
- Best practices for post-implementation support.
- Case study: A multinational company's strategy for successful ERP adoption.

Training Methodology

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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