

PARTICIPANT VERSION



Online Report @ COMPRO



The training report will be made available online via **COMPRO** - Competency Program Observation Report. The admin access to COMPRO will be given only to the authorized personnel, for example, HR Manager and Head of Department. They will be given a username and password to access the system. In addition, the employees will be granted user access where they can only view their information.

Based on the assessment conducted during the program, the result of the assessment shall be made available in COMPRO as depicted in the diagram below.

The result varies depending on the kind of assessment performed during the program. Then following are the sample report appropriately.

Assessing the Online Report

1. System Access and Login

The system is accessible through the following mode:

No	Mode	Remark
1	Login as Participant	<ul style="list-style-type: none">• Tick Log in as Participant• Company Code : MTDC• Username : (Participant ID Number)• Password : 1234

A login screen will be shown to request for proper authentication before letting user to use the system as shown below.

Login
Please login to enter COMPRO

Enter your company code

Enter Username

Enter Password

Log In As Participant

Login

Figure 1: Login Screen

2. System Navigation

Once login, you can navigate through the system easily via left menu and right menu as follow.

2.1 Left Menu

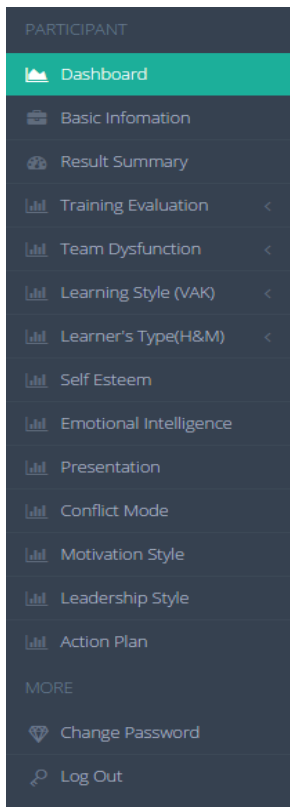


Figure 2: Left Menu

The above Left Menu is the standard menu upon login.

2.2 Right Menu

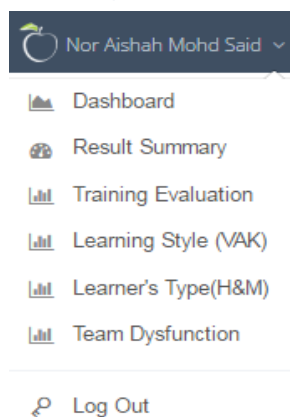


Figure 3: Right Menu

The Right Menu is the menu when user clicked.

3. Participant Result Summary

3.1 Participant Dashboard

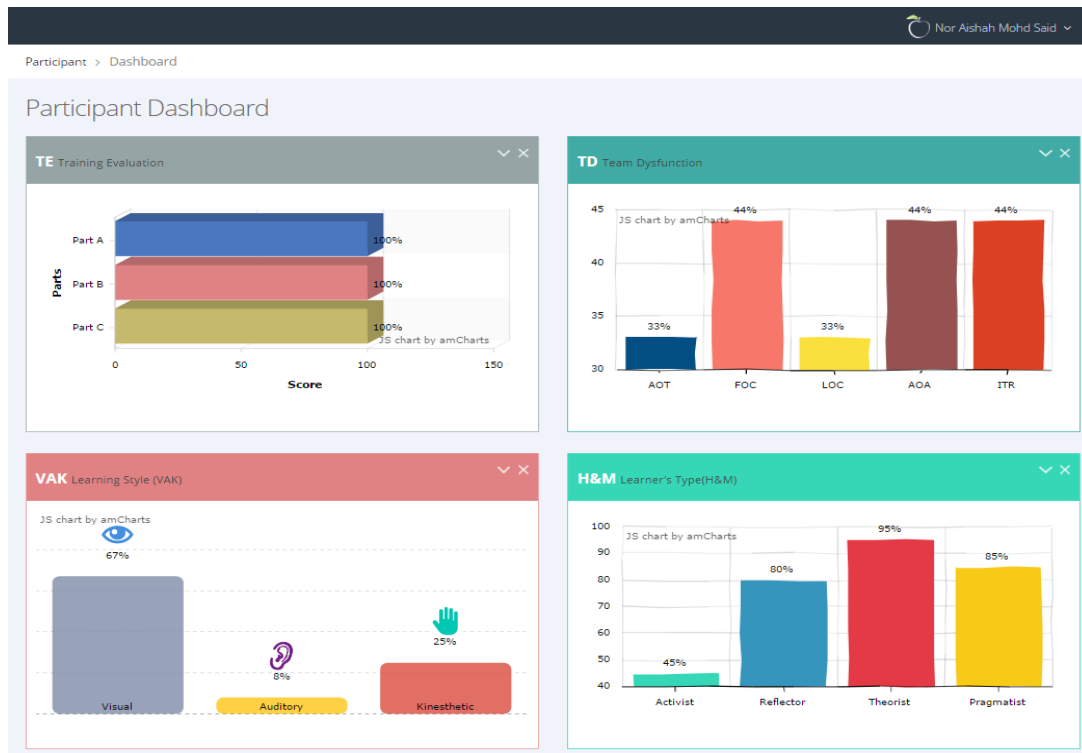


Figure 4 : Participant Dashboard

The above screen shows the participants result recorded in the system.

3.2 Basic Information

Basic Information Participant

Nor Aishah Mohd Said

Upload Picture

Edit Participant

Self Esteem : N/A	Learner's Type (H&M) :THEORIST
Emotional Intelligence : N/A	Conflict Mode : N/A
Team Dysfunction : N/A	Motivational Style :N/A
Learning Style (VAK) : VISUAL	Leadership Style : N/A

Participant Info

Full Name NOR AISHAH MOHD SAID	Company MTDC
ID 101	Group Hunter
Username 101	Batch TB_MTDC_G1

Cancel Save

Figure 5 : Basic Information

User can find their own basic information and also the assessment that user take during training. User also can upload their own Picture Profile.

3.3 Result Summary

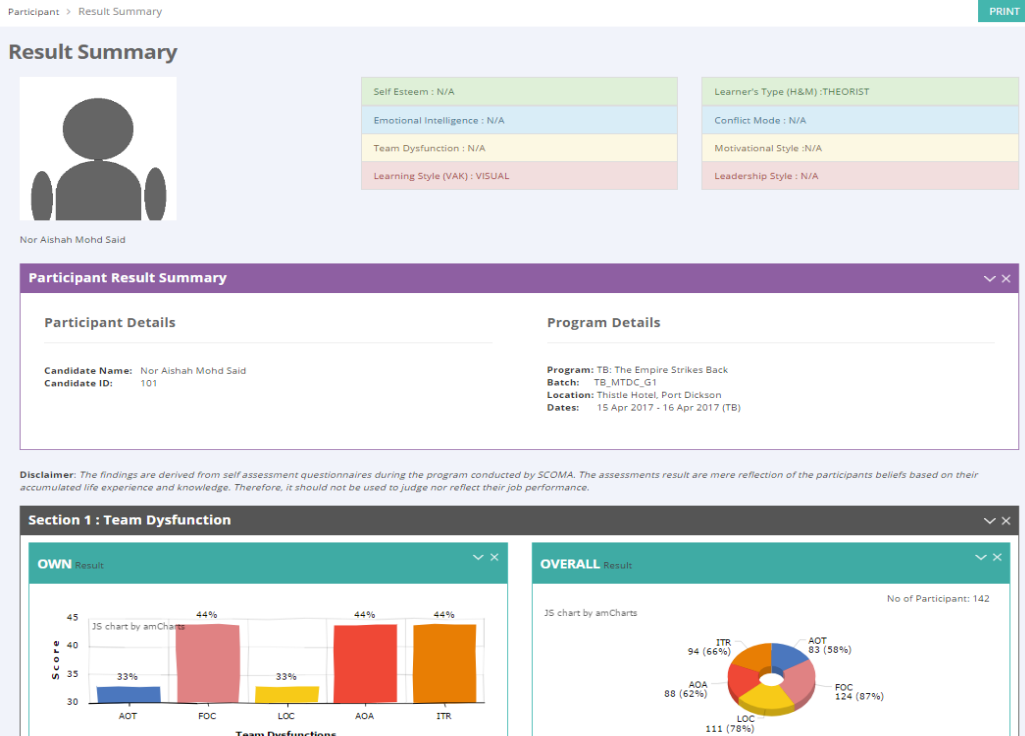
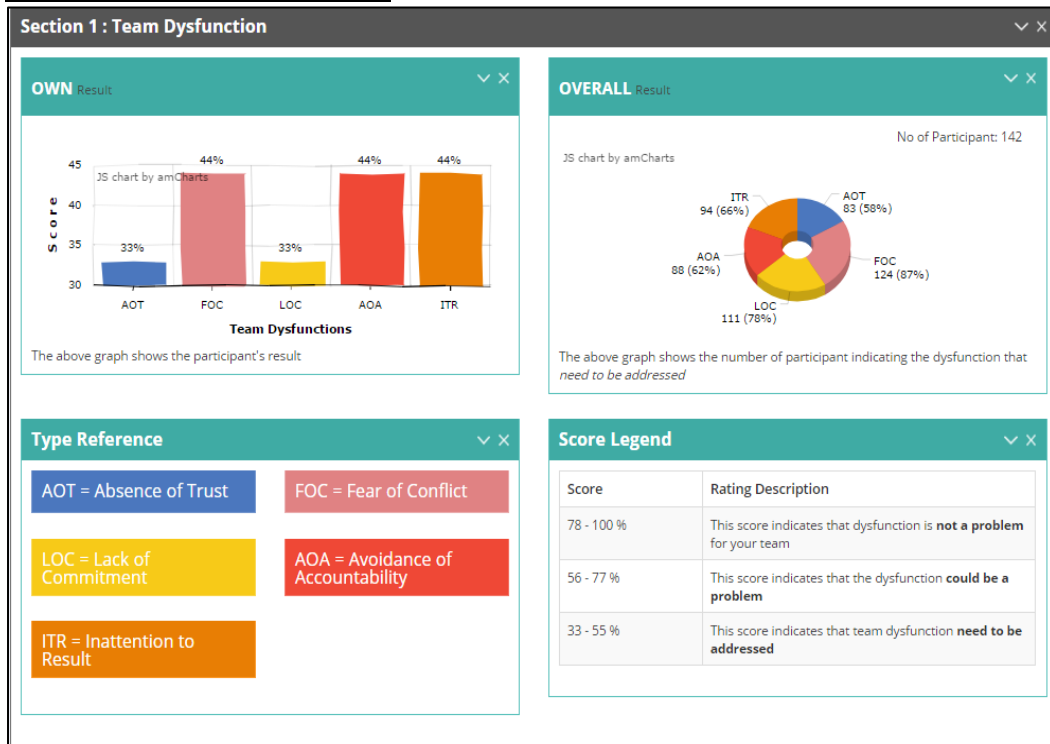


Figure 6 : Participant Result Summary

The result summary shows the overall result of the participant. It is divided into 4 sections as follow:

- Section 1 : Team Dysfunction



Section 2 : Learning Style

Section 2 : Learning Style (VAK)

OWN Result

The above graph shows the participant's result

OVERALL Result

No of Participant: 142

The above graph shows the distribution of participants for each learning styles

Characteristics

Reading	Likes description , sometimes stops reading to stare into space and imagine what has been read, has intense concentration .
Spelling	Recognizes words by sight .
Handwriting	Tends to be good .
Memory	Remembers faces , forgets names, writes things down , takes notes.
Imagery	Vivid imagination , thinks in pictures, visualizes in detail.
Distractionality	Generally unaware of sounds , distracted by visual disorder or movement .
Problem Solving	Deliberates , plans in advance, organizes thoughts by writing them, list problems.
Period of Inactivity	Stares , doodles , finds something to watch .
New Situations	Looks around , examines structure
Emotionally	Somewhat repressed , stares when angry, cries easily , beams when happy, facial expression good index of emotion.
Communication	Quiet , does not talk at length , becomes impatient when extensive listening is required, may use words clumsily , describes without embellishment , uses words such as see , look , etc.
General Appearance	Neat , meticulous , likes order , may choose not to vary appearance .

Learning Style Adaptation

To integrate this learning style for effective communication:

- Use **graphs, charts, illustrations**, or other **visual aids**.
- Include **outlines, concept maps, agendas, handouts**, etc. for reading and taking notes.
- Include **plenty of content in handouts** to reread **after the learning session**.
- Leave **white space** in handouts for **note-taking**.
- Invite **questions** to help them **stay alert** in auditory environments.
- Post **flip charts** to show what will come and what has been presented.
- Emphasize key points** to cue when to take notes.
- Eliminate **potential distractions**.
- Supplement **textual information** with **illustrations** whenever possible.
- Have them **draw pictures** in the margins.
- Have the learners **envison the topic** or have them **act out the subject matter**.

Section 3 : Honey & Mumford Learner's Type

Section 3 : Learner's Type (H&M)

OWN Result

The above graph shows the participant's result

OVERALL Result

No of Participant: 142

The above graph shows the participant's distribution for each learning style

Learner's Type:THEORIST

Description:
Theorists **adapt** and **integrate observations into complex** and **logically sound theories**.They think problems through in a **step by step way**. They tend to be **perfectionists who like to fit things into a rational scheme**. They tend to be **detached and analytical** rather than **subjective or emotive** in their thinking.

Theorists Learn Best When...

- They are put in **complex situations** where they have to use their skills and **Knowledge**.
- They are in **structured situations with a clear purpose**.
- They are **offered interesting ideas or concepts even though they are not immediately relevant**.
- They have the **chance to question and probe ideas** behind things.

Theorists Learn Less Well When...

- They have to **participate in situations which emphasise emotion and feelings**.
- The activity is **unstructured or briefing is poor**.
- They have to **do things without knowing the principles or concepts involved**.
- They feel they're **out of tune with the other participants**, for example, with people of very **different learning styles**.

- **Section 4 : Next Development Program**

Section 4 : Recommended Next Development Program		
No	Learning Intervention	Priority
1	Emotional Intelligence	HIGH

Figure 7 : Result Summary

For Any Support & Enquiries, Please Contact Us:



+603.8066 9090



info@scoma.com.my



www.scoma.com.my