

MAX

Session Management System



Audience: TRACOM Clients

Type: Database Administration System

Use: The MAX System is used by administrators to set up and manage sessions, generate learner profile reports and provide support to learners and raters.

THE MAX SYSTEM INCLUDES:

- Automated survey processes including invitations, data collection and reports
- Enhanced data privacy and security features to ensure global legal compliance
- The most advanced international support, including 20 languages and local country/region comparative norms
- Robust reporting for administrators and facilitators
- Cloud-based platform for maximum data integrity
- Support for both self-perception and multi-rater learner profile reports

MAX System Overview

TRACOM's MAX System makes managing sessions and delivering learner profile reports efficient for administrators, even in the largest organizations. MAX is designed to reduce administrator workload by providing a centralized point of control for all session management functions.



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GLOBAL LANGUAGES, NORMS AND DATA SECURITY

Many organizations conduct their training initiatives on a global basis. TRACOM's MAX system supports global training with support for international languages, comparative norms and data standards.

The administrator can make 20 languages available and select from more than 85 country and regional norms in a single session. These options make for the most accurate and productive training.

TRACOM's MAX system flexibly supports your organizational and individual language preferences. For example, a learner may be a native French speaker, but work in a facility in Germany. In this case, the learner may wish to complete her survey in French, but her raters could complete their surveys in German or any of the other available languages. The actual training might be conducted in English. Similarly, administrators can choose from more than 85 country or regional norms. In the example above, the learner may use German norms because she works in Germany, but the administrator could select to use the available French norm or broader European norm.

MAX provides enhanced data security for users and is fully compliant with U.S. and EU data standards, providing the most secure platform to protect individual and organizational data.

FEATURES OF THE MAX SYSTEM

SESSION SETUP

- Streamlined Session Setup
- Custom Automated Invitations and Reminders
- One-Step Learner Upload
- Select from Multiple Regional and Country Norms
- Multiple Learner Report Delivery Options
- At-a-Glance Session Snapshot Summary

SESSION MANAGEMENT

- Monitor Learner Progress
- Download, Print, and Deliver Learner Profile and Composite Reports
- Change Session Settings
- Allow Facilitators Access to Learner Profile and Composite Reports

LEARNER AND RATER MANAGEMENT

- Enables Client Administrators to Respond to Questions and Requests from Learners and Raters
- Update/Edit Learner and Rater Information
- At-a-Glance Individual Details and Activity History
- Secure Registration Process
- Provide Learners Access to their Learner Profile Reports via Tracomlearning.com

ADMINISTRATOR TRAINING AND RESOURCES

- Web-Based MAX Training for Client Administrators
- E-Learning Courses Separated by Function for Quick Access to Specific Tutorials
- Quick-Step Reference Guides for Common Tasks
- Glossary of Commonly Used Terms