



PDMANAGER

**Professional
Development
Management**

Sign up for a free 30 day trial!

PDMANAGER
www.pdmanager.com.au

PDMANAGER

More information

PDManager is proudly developed and managed in Australia.
For more information contact (03) 9551 2242



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What is PDManager?

PDManager is an easy-to-use web service that assists teachers and schools to manage professional development (PD). PDManager is a tool that streamlines professional development applications. It replaces paper based systems providing real time summary information and allows teachers and administrators to track professional development.

Effectively administering the numerous tasks associated with staff PD management demands a substantial amount of time, energy and resources. PDManager creates the environment to streamline processes, reduce data entry, eliminate paper processes, and utilizes collecting data to make informed decisions. Staff will find PDManager intuitive and easy to use with little or no training.



The teacher's view of PDManager

Teachers can apply for professional development using their individual login.

An email is automatically sent to the manager as an alert message. Each teacher's login will display a list of their professional development applications and the approval status of each application. Teachers can also print off a summary certificate indicating total hours completed for a given year.

PDManager										Users Settings	
Fictional High School											
Add PD Pending approval List all Staff summary Faculties Print all Deleted 2012										Search	
Faculty summary 2012											
Faculty	Sessions	Total hours	Course cost	Replacement cost	Total cost	Total budget	Total funds available				
Art	1	4.00	\$120.00	\$160.00	\$280.00	\$600.00	\$320.00	Print	Edit budget		
English	3	18.00	\$600.00	\$600.00	\$1,200.00	\$2,000.00	\$800.00	Print	Edit budget		
History	2	12.00	\$400.00	\$400.00	\$800.00	\$1,000.00	\$200.00	Print	Edit budget		
Maths	5	40.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,500.00	\$-500.00	Print	Edit budget		
Music	2	8.00	\$320.00	\$320.00	\$640.00	\$800.00	\$160.00	Print	Edit budget		
Science	2	12.00	\$400.00	\$400.00	\$800.00	\$1,000.00	\$200.00	Print	Edit budget		
Summary totals	15	94	\$2,840.00	\$2,880.00	\$5,720.00	\$6,900.00	\$1,180.00				

The school's view of PDManager

The manager login can view and approve pending applications. When applications are approved or denied, an automatic email alert can be sent to the applicant.

When PD is approved the replacement cost of the staff member can be entered, allowing tracking of the real total cost. Total hours and cost summary information can be shown by staff member or by faculty. This summary information is ready for the school Annual Report. Faculty budgets can be set in PDManager to check PD is not over budget.

PDManager							Users	
Fictional High School								
Add PD Pending approval List all Staff summary Faculties Print all Deleted 2012							Search	
Staff approval summary 2012								
Staff name	Sessions	Total hours	Course cost	Replacement cost	Total cost			
Black, Mary	4	24	\$720.00	\$760.00	\$1,480.00	Print		
Green, Peter	4	26	\$800.00	\$800.00	\$1,600.00	Print		
Smith, John	3	20	\$600.00	\$600.00	\$1,200.00	Print		
Watson, Henry	2	12	\$360.00	\$360.00	\$720.00	Print		
White, Sally	2	12	\$360.00	\$360.00	\$720.00	Print		
Summary totals	15	94	\$2,840.00	\$2,880.00	\$5,720.00			

Privacy and security

Information stored in PDManager is private to the school and is not shared or reused in any way. Schools have the option of connecting to PDManager using an encrypted connection.

Subscription

PDManager is available as an annual subscription.

For pricing visit www.pdmanager.com.au.

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