

Module 1: Introduction to SAP SuccessFactors
This module will guide the learner with the Overview of SuccessFactors and its abilities. Know the benefits of Success- factors and learn about SAP ERP HCM and SuccessFactors
What is successFactors?
SAP SuccessFactors and its abilities
Importance and benefits of successFactors
SAP ERP HCM and success factors
Module 2: Introduction to Mastery
Learn About the Mastery in SuccessFactors in this module. Know about Personalizing the instance, Welcome Portlets, Company Logo, Theme Manager, email notifications and more. Learn about the Organizational Chart, Position Organization Chart, Add Lower and peer position. Get knowledge about Data Files and employee management
Personalizing the Instance
Welcome Portlets
Company logo, Theme manager
Theme manager, e-mail notifications, etc.
Introduction to Organization chart
Introduction to Position Organization chart
Add lower and peer position
Managing position
Introduction to Position Organization
Introduction to Data files
Export and import employee
Manage employee
Module 3: Employee Central
This module guides you through the Role Based Permissions, administrator permissions, manage security, Picklist Man- agement. Learn more about the Data Models, Country-Specific Corporate data model. Gain knowledge about the Proxy management and Employee Profile
Introduction to Role Based Permissions (RBP)
User and Administrator Permissions
Permission Roles and Groups
Manage Security
Overview of MDF (Meta Data Framework)
Picklist Management
Introduction to Time Off
Data Models: Corporate data model and Succession data model
Country-Specific Corporate data model and Succession data model
Foundational Objects configuration
Generic Objects, Cost centre
Introduction to Proxy management
Employee profile

Module 4: Time Management
This module will guide the learner with Time Management through SAP SuccessFactors, Learn about the Creation of Holiday, and Holiday calendar. Create work schedule and Period work schedule. Learn to manage time off Calendars & Structures
Creation of Holiday
Creation of holiday Calendar
Time off Process & Workflows
Creation of Work Schedule
Simple, Period Work Schedule
Time Type
Leave of Absence
Manage Time off Calendars
Manage Time off Structures
Absence Management
Module 5: Goal & Performance Management
This Module will help the learner with the Goal & Performance Management. Learn about the Goal Plan template, Smart Goals and Cascading Goals, Goal Execution. Get an overview of the performance management
Overview of performance management
Goal plan template: Basic and extended
Access Goal plan from Menu
What is Goal Management?
SMART goals and Cascading goals
Goal Execution and Library
Overview of Performance Management
Introduction to Performance Management
Complimentary Module 1:
Preparation for the Interview
Presentation Skills
Complimentary Module 2:
Resume Building Technique