5 Ways to Manage Your Instructors with Administrate

Getting Organised

Administrate is designed to help keep you as organised as possible, and one huge area where we can really help out is with your instructors!

Depending on the size of your business, you could have hundreds of different classes which you need to manage, and any classroom-based training is obviously need a instructor, so they'll need managing too!

Who's best placed to teach the class? Who has the time to fit it into their schedule? Administrate can help you answer all of those questions and more in just a few clicks. Read on to see all the ways Administrate can help you manage your instructors and cut out a lot of stress and admin time in the process!

1. Keep all Instructor Details in One Place

How do you keep track of all your instructors currently? It may not even be something you have an overview of, or something you can see easily if you need to, depending on which team in your business you work in. This may be something that belongs to the HR team, or the specific managers of those staff, and may take you a little bit more time and effort to track down.

Even then, is all the information kept together? Perhaps the tutor's contact details sit with HR, while details of the classes they can teach sits with your Training Administrator. That's a lot of running around and wasted time you don't really want to deal with.

In Administrate, simply clicking on the instructors tab at the top of your screen brings you to a full list of all your instructors, including details such as:

- Name
- Job Title
- Mobile Number
- Specialism
- Credentials
- Teaching Since Date
- Rating

However, you can edit the screen to display exactly the information you want. Simply select which fields you wish to display using the drop-down menu, and they will instantly be added – all in a few clicks. You can also choose how to sort the information, so it's always displayed in the exactly the way you like to view your data.

While you can see all this information quickly in an overview, clicking on an individual instructor will take you to their contact page, so you can view all the information you've ever entered about them in one place.

This is super useful because it means anyone, from any department in your business that has access to Administrate, will be able to access exactly the information they need, and they'll always know where to look for it.

Administrate

It also ensures that everyone is looking at the correct information at all times, as people won't be using multiple sources to get their information, and some of those could potentially be out of date or incorrect.

Finally, if you ever need to make any changes or add some additional information, it can be entered into Administrate in a couple of clicks, and you won't have to waste additional time updating multiple contact records across multiple systems, or emailing other members of staff to make them aware of the changes – it's all right there, always up to date, in Administrate!

Administrate

2. Always Pick the Right Instructor for the Job

If you're scheduling a new course or just organising your [course schedule](#) for the next term, you want to make sure you're assigning the correct tutors to the correct classes. This doesn't mean tutors always have to teach the exact same classes all the time, but they're obviously going to have a specialism or are qualified to teach certain subjects. Putting the right people on the job will make sure you are providing your students with the best service possible as well.

On the main instructors page in Administrate, you can quickly view all your instructors' specialisms, as well as any credentials they hold, which can help you decide which members of staff should go with each course. Remember, you can sort the instructors screen any way you need it too, meaning you could view it sorted by specialisms, so all your health & safety tutors are quickly grouped together. That way you won't accidently miss someone out of the process when you're assigning staff, and you don't have to stress about trying to remember all the possible specialisms your staff hold.

Administrate

3. Never Double Book

Despite best laid plans, sometimes even the most detailed planner can make a mistake with the course scheduling, and have a teacher trying to teach two classes at the same time. If you want to take human error out of the equation completely, then Administrate is the answer!

When you are scheduling an event in Administrate, you can add all the personnel to be part of the event, such as tutors but also administrators or people who will be setting up equipment before the class starts. Once you've selected the Instructor option, you can search for any of your instructors within Administrate by their name that you wish you add. However, if there is a conflict, it will be displayed instantly, so you can view the other course they have been assigned to.

This gives you the chance to either decide to remove them from the original class they were on and assign them to the new one, or simply find another member of staff to teach this new class.

Administrate

4. Manage Availability

As well as preventing double booking, we make it really easy to manage your instructor availability with a quick glance. Our instructor availability screen gives you a calendar view of all your instructors for any given month. Their time is blocked out depending on when they are working, and you can hover over the blocks to see exactly which course they have been assigned to.

This makes it really easy for you to do things like see who will be in the office at a specific time, see which staff are free to do a one-off event that's suddenly cropped up, or coordinate staff holidays. And speaking of holidays, you can also use our instructor holidays screen to schedule any holidays so you don't lose track of them.

Holidays can be assigned to all your staff at once, such as Christmas or a Bank Holiday, or you can pick the individual staff which need to have holidays booked in. You can view all your staff holidays in this one list, or they can also be viewed in your calendar, so you'll never forget about any holidays again.

Holidays will also show as a conflict when you try to assign a tutor to a course, just as a course conflict did, so don't worry about lots of students showing up to a class when the teacher is away on holiday – Administrate helps you avoid mistakes like this!

Administrate

5. Keep Them in the Loop

[Automated communications](#) are brilliant for a number of a reasons, and one big reason is they help keep all your staff super organised. Once you set up all your communications triggers within Administrate, they are set off automatically whenever their trigger event happens, so you never have to stress about sending loads of emails, or remembering to send out important information – it's all done for you!

Here are some of the communications triggers you can set up to keep your instructors organised:

- When they are assigned to a course, so they always know exactly which courses they are teaching, and when. This allows them to manage their time accordingly and prepare for any upcoming lessons they have.

- When any changes are made to a course they are teaching. This means they never miss important changes like a switch of venue, or a particular class being an hour longer.

- Daily task lists are sent every day from Administrate, so your staff always know exactly what they need to complete. Add all the tasks you need them to do in Administrate and the information will automatically be sent to their inbox.

- When a new student signs up to a course, why not send the instructor an email as well? This way they always know exactly how many students they are going to have in each class, and this may effect their lesson plan, or how much of a topic they plan to cover each week depending on the class size.

Automated emails ensure everyone is kept in the loop and you never need to worry about coordinating the send of loads of emails, to lots of different groups of people, all with personally tailored information.

Administrate

Interested in Saving Time?

Can you imagine how much time you, or your Training Administrators, would save every day if Administrate was handling all your instructor related admin? And that's not all Administrate can do either, so just think of that massive time saving!

If you're interested in finding out more, why not [book a demo](#) with one of our team?

UK: +44 131 460 7350

USA: +1 (406) 322 3312

MENA: +961 71 419 404

info@getadministrate.com

http://www.getadministrate.com