

SAP Success Factors

Course outline

Module 1: Introduction to SAP SuccessFactors

Module 1: Introduction to SAP SuccessFactors is an introductory course designed to provide an overview of the SAP SuccessFactors platform and its features. It covers topics such as the platform architecture, user interface, navigation, and basic configuration. It also provides an introduction to the core modules of the platform, including Recruiting, Onboarding, Performance & Goals, and Learning. This module is designed to give learners a comprehensive understanding of the SAP SuccessFactors platform and its capabilities.

Lessons

- Overview of SAP SuccessFactors
- Understanding the SAP SuccessFactors Architecture
- Exploring the SAP SuccessFactors User Interface
- Configuring SAP SuccessFactors Settings
- Managing Employee Data in SAP SuccessFactors
- Creating and Managing Employee Profiles
- Understanding the SAP SuccessFactors Security Model
- Integrating SAP SuccessFactors with Other Systems
- Leveraging SAP SuccessFactors Reports and Analytics
- Troubleshooting Common SAP SuccessFactors Issues

After completing this module, students will be able to:

- Understand the basic concepts of SAP SuccessFactors and its features.
- Learn how to navigate the SAP SuccessFactors user interface.
- Develop an understanding of the different modules and tools available in SAP SuccessFactors.
- Gain an understanding of the different processes and workflows associated with SAP SuccessFactors.

Module 2: SAP SuccessFactors Employee Central

Module 2 of the SAP Success Factors course focuses on the SAP SuccessFactors Employee Central module. This module covers the fundamentals of the Employee Central module, including its features, functions, and capabilities. It also provides an overview of the different types of data that can be stored in the system, as well as how to use the system to manage employee information. Additionally, the module covers the different types of reports that can be generated from the system.

Lessons

- Overview of Employee Central
- Configuring Employee Central
- Managing Employee Data
- Understanding Employee Central Security
- Working with Employee Central Reports
- Integrating Employee Central with Other SAP SuccessFactors Modules
- Leveraging Employee Central for Talent Management
- Leveraging Employee Central for Performance Management
- Leveraging Employee Central for Compensation Management
- Leveraging Employee Central for Time and Attendance Management

After completing this module, students will be able to:

- Understand the core concepts of SAP SuccessFactors Employee Central module.
- Configure and maintain the Employee Central module.
- Utilize the Employee Central module to manage employee data.
- Create and manage employee profiles, roles, and organizational structures.

Module 3: SAP SuccessFactors Recruiting Management

Module 3 of the SAP Success Factors course focuses on SAP SuccessFactors Recruiting Management. This module covers the fundamentals of recruiting, including job postings, candidate sourcing, applicant tracking, and onboarding. It also covers the features and functionality of the SAP SuccessFactors Recruiting Management system, including how to create job postings, manage candidates, and track applicant progress.

Lessons

- Overview of the Recruiting Management Module
- Configuring Recruiting Management Settings
- Creating and Managing Job Requisitions
- Managing Candidate Applications
- Managing Candidate Interviews
- Managing Candidate Offers
- Managing Background Checks
- Managing Recruiting Reports
- Integrating Recruiting Management with Other SAP SuccessFactors Modules
- Best Practices for Recruiting Management

After completing this module, students will be able to:

- Understand the core concepts of SAP SuccessFactors Recruiting Management and its features.
- Utilize the Recruiting Management module to create and manage job postings, track applicants, and manage the recruitment process.
- Leverage the Recruiting Management module to create and manage talent pools, and to source and

track candidates.

- Use the Recruiting Management module to create and manage job requisitions, and to manage the onboarding process.

Module 4: SAP SuccessFactors Performance and Goals

Module 4 of the SAP Success Factors course focuses on the SAP SuccessFactors Performance and Goals module. This module covers the features and functionality of the Performance and Goals module, including setting up goals, managing performance reviews, and creating performance documents. It also covers the integration of the Performance and Goals module with other SAP SuccessFactors modules.

Lessons

- Overview of Performance and Goals Module
- Setting Up Performance and Goals
- Configuring Performance and Goals
- Managing Performance and Goals
- Creating Performance and Goals Templates
- Assigning Performance and Goals
- Evaluating Performance and Goals
- Analyzing Performance and Goals
- Best Practices for Performance and Goals
- Troubleshooting Performance and Goals Issues

After completing this module, students will be able to:

- Understand the purpose and benefits of the Performance and Goals module in SAP SuccessFactors.
- Configure the Performance and Goals module to meet the organization's needs.
- Create and manage performance goals and objectives.
- Utilize the Performance and Goals module to track and measure employee performance.

Module 5: SAP SuccessFactors Learning Management

Module 5 of the SAP Success Factors course focuses on the SAP SuccessFactors Learning Management module. This module covers the fundamentals of the Learning Management System, including how to create and manage learning plans, assign learning activities, and track learning progress. It also covers how to use the Learning Management System to create and manage learning content, as well as how to use the system to create and manage assessments.

Lessons

- Overview of the Learning Management System
- Setting up Learning Plans and Curricula
- Creating and Managing Learning Content
- Assigning and Tracking Learning Assignments
- Managing Learning Assignments and Reports

- Configuring Learning Administration Settings
- Integrating Learning Management with Other SAP SuccessFactors Modules
- Troubleshooting and Best Practices for Learning Management
- Leveraging Learning Management for Compliance Training
- Utilizing Learning Management for Onboarding and Offboarding

After completing this module, students will be able to:

- Understand the fundamentals of the SAP SuccessFactors Learning Management module and its features.
- Create and manage courses, curricula, and learning plans.
- Configure and manage user roles and permissions.
- Utilize the reporting and analytics capabilities of the module to track and measure learning progress.

Module 6: SAP SuccessFactors Compensation Management

Module 6 of the SAP Success Factors course covers the SAP SuccessFactors Compensation Management module. This module provides an overview of the features and functionality of the SAP SuccessFactors Compensation Management module, including how to configure and manage compensation plans, create and manage compensation cycles, and analyze compensation data. Additionally, this module covers best practices for managing compensation plans and cycles, as well as how to use the compensation analytics tools to gain insights into compensation trends.

Lessons

- Overview of the SAP SuccessFactors Compensation Management Module
- Configuring Compensation Plans and Budgets
- Setting Up Pay Components and Pay Structures
- Managing Merit Increases and Bonuses
- Creating and Managing Variable Pay Programs
- Generating Compensation Statements
- Integrating Compensation Data with Other SAP SuccessFactors Modules
- Leveraging Analytics to Monitor and Improve Compensation Programs
- Best Practices for Implementing and Managing Compensation Programs
- Troubleshooting Common Issues with Compensation Management

After completing this module, students will be able to:

- Understand the fundamentals of SAP SuccessFactors Compensation Management and its features.
- Configure compensation plans, salary structures, and bonus plans.
- Create and manage compensation cycles and processes.
- Utilize the compensation analytics and reporting capabilities of SAP SuccessFactors.

Module 7: SAP SuccessFactors Succession and Development

Module 7 of the SAP Success Factors course covers the SAP SuccessFactors Succession and

Development module. This module provides an overview of the features and functionality of the Succession and Development module, including how to create and manage succession plans, develop talent pools, and use the development planning tool. It also covers how to use the succession and development analytics to measure and track progress.

Lessons

- Overview of Succession and Development Module
- Understanding the Talent Pool
- Creating Succession and Development Plans
- Assessing and Developing Talent
- Utilizing Succession and Development Reports
- Leveraging Succession and Development for Succession Planning
- Integrating Succession and Development with Other SAP SuccessFactors Modules
- Best Practices for Implementing Succession and Development
- Troubleshooting Common Issues with Succession and Development
- Advanced Topics in Succession and Development

After completing this module, students will be able to:

- Understand the concept of succession planning and development in SAP SuccessFactors.
- Utilize the features of the Succession and Development module to create and manage succession plans.
- Analyze and interpret succession and development data to identify potential successors and development opportunities.
- Develop and implement strategies to ensure the successful succession of key personnel.

Module 8: SAP SuccessFactors Workforce Analytics

Module 8 of the SAP Success Factors course covers the SAP SuccessFactors Workforce Analytics module. This module provides an overview of the analytics capabilities of the SAP SuccessFactors platform, including how to create and use reports, dashboards, and analytics to gain insights into your workforce. It also covers how to use the analytics to make data-driven decisions and improve the performance of your organization.

Lessons

- Introduction to SAP SuccessFactors Workforce Analytics
- Understanding the Benefits of Workforce Analytics
- Exploring the Workforce Analytics Dashboard
- Analyzing Employee Performance with Workforce Analytics
- Leveraging Predictive Analytics with Workforce Analytics
- Creating Custom Reports with Workforce Analytics
- Integrating Workforce Analytics with Other SAP SuccessFactors Modules
- Best Practices for Implementing Workforce Analytics
- Troubleshooting Common Workforce Analytics Issues
- Advanced Workforce Analytics Techniques

After completing this module, students will be able to:

- Understand the fundamentals of SAP SuccessFactors Workforce Analytics and how to use it to analyze and interpret data.
- Utilize the Workforce Analytics tools to create reports and dashboards to gain insights into employee performance.
- Develop an understanding of the different types of analytics available in SAP SuccessFactors Workforce Analytics.
- Learn how to use the Workforce Analytics tools to identify trends and patterns in employee data.

Module 9: SAP SuccessFactors Workforce Planning

The SAP SuccessFactors Workforce Planning module is designed to help organizations plan for their future workforce needs. It provides tools to analyze current and future workforce requirements, identify gaps, and develop strategies to address them. It also helps organizations to create and manage budgets, track progress, and measure the impact of workforce planning initiatives.

Lessons

- Overview of the Workforce Planning Module
- Understanding the Workforce Planning Process
- Creating and Managing Workforce Plans
- Utilizing Workforce Planning Reports
- Leveraging Workforce Planning Analytics
- Integrating Workforce Planning with Other SAP SuccessFactors Modules
- Best Practices for Workforce Planning
- Troubleshooting Workforce Planning Issues
- Implementing Workforce Planning Strategies
- Optimizing Workforce Planning Performance

After completing this module, students will be able to:

- Understand the fundamentals of workforce planning and how it can be used to optimize the workforce.
- Utilize the SAP SuccessFactors Workforce Planning module to create and manage workforce plans.
- Analyze and interpret workforce data to identify trends and potential areas of improvement.
- Develop strategies to ensure the organization has the right people in the right roles at the right time.

Module 10: SAP SuccessFactors Integration and Security

Module 10 of the SAP Success Factors course covers the integration and security of SAP Success Factors. It provides an overview of the integration options available, such as web services, APIs, and connectors, and how to configure them. It also covers the security aspects of SAP Success Factors, such as authentication, authorization, and encryption.

Lessons

- Overview of SAP SuccessFactors Integration and Security
- Understanding SAP SuccessFactors Security Model
- Configuring SAP SuccessFactors Security
- Integrating SAP SuccessFactors with Other Systems
- Troubleshooting SAP SuccessFactors Integration Issues
- Best Practices for SAP SuccessFactors Security
- Managing SAP SuccessFactors Security Roles
- Implementing Single Sign-On for SAP SuccessFactors
- Leveraging SAP SuccessFactors APIs for Integration
- Auditing SAP SuccessFactors Security Settings

After completing this module, students will be able to:

- Understand the integration options available between SAP SuccessFactors and other SAP solutions.
- Configure and maintain security settings in SAP SuccessFactors.
- Implement and manage user access control in SAP SuccessFactors.
- Troubleshoot and resolve integration and security issues in SAP SuccessFactors.