

# Altamira



## ALTAMIRA **LEARNING**

[www.altamirahrm.com](http://www.altamirahrm.com)

# ALTAMIRA LEARNING FUNCTIONS

**Altamira Learning is a cloud software that organizes the corporate training plan, managing courses, attendance and ratings in an easy and intuitive way.**

## ORGANIZE THE TRAINING PLAN

Training is a key component in the management and development of human resources.

Altamira Learning is a simple module which supports the HR team in organizing the corporate training plan, both in terms of content and as regards logistics and costs.

The self-service nature of the product means that employees and trainers can access the platform independently, reducing the workload of the HR office.

## DEVELOP STAFF SKILLS

The main aim of a corporate training plan is to improve the skills of the workforce. For this reason, skills are the starting point and main focus of the courses organized through Altamira Learning.

Each course is used to introduce or improve the level of a specific skill for whoever attends it and successfully passes any exams foreseen.

Thus, Altamira Learning becomes even more useful when combined with our skills assessment software.

## MANAGE EVERY DETAIL OF TRAINING COURSES

The template for creating and managing a course – completely customizable – lets you enter a huge amount of information.

You can set the start and end dates of a course, decide the total number of hours, set a deadline for registration, identify the institution or the trainer who will hold the lessons, record the total cost and the cost per person, etc.

Thanks to this and other sections, the logistics of the courses are handled entirely on the platform.

## DRAW UP THE TRAINING SCHEDULE

Planning the schedule of classes is an essential activity that can be carried out directly on the platform using a convenient graphical interface, with the added advantage of making the calendar, as well as any changes you make during the year, available to everyone.

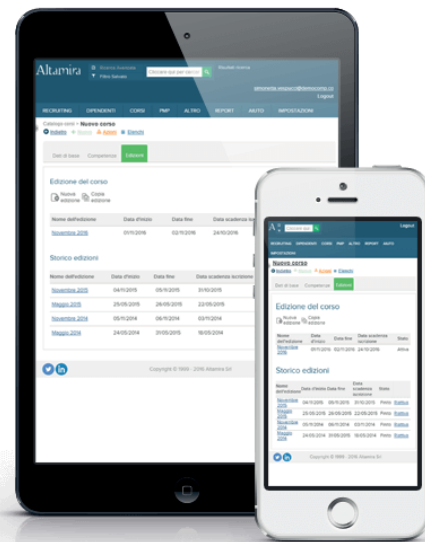
Once again, the amount of information that can be stored is huge: not only the date and time, but also the title and subject of each lesson, the venue, the teacher, the duration of any breaks, whether or not attendance is obligatory, etc.

## MANAGE REGISTRATION

Registration for training courses may be centralized or self-service.

It is the company that decides whether it should be the HR Office who registers course participants for the various courses or if the employees can enrol themselves, accessing the platform with their own credentials.

There is also an intermediate solution, with self-service enrolment which, however, must be approved by the Human Resources office.



## TRACK ATTENDANCE AND MARKS

Altamira Learning allows you to not only monitor attendance, but also to organize one or more exams and keep track of the results achieved by each employee.

In this way, the skills acquired during the course will be recognised only for those who successfully pass the final exam.

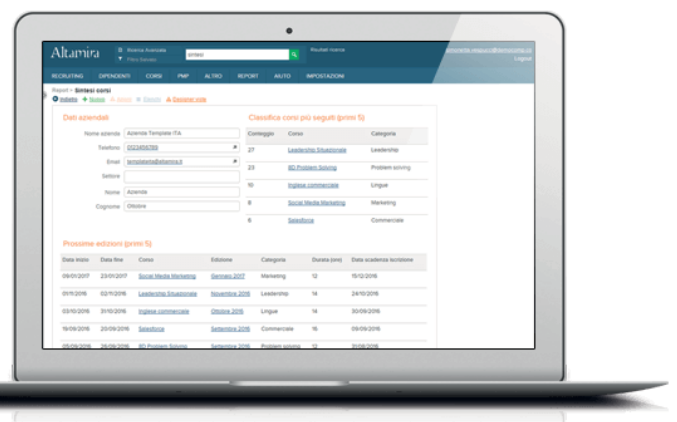
All these activities can also be delegated to the trainer.

## ORGANIZE DATA INTO REPORTS

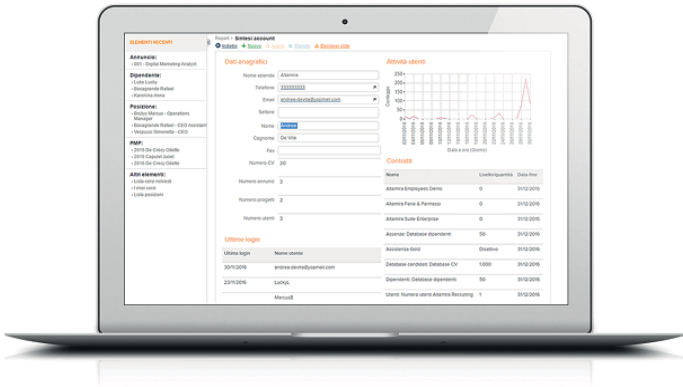
Our learning management platform enables you to keep track of the costs and outcomes of your corporate training plan.

The reports generated tell you exactly how much you spent on training, how many and which employees successfully completed the courses, which skills they acquired and much more.

At year end, therefore, you have all the information you need to adjust and improve your training plan, making it ever more effective and beneficial for your business.



# WHY CHOOSE **OUR SOFTWARE**



## HIGHLY CUSTOMIZABLE

Altamira software has the great advantage of being easily adapted to the processes and requirements of the client company.

Indeed, it offers complete freedom to make any changes required, such as creating and editing fields, adding lists and customizing the layout and workflow.

The Altamira HRM suite is a safe investment: when requirements and procedures change, the platform can be reconfigured accordingly!

## EASY TO USE

Using Altamira software is simple and requires minimal training, which is provided at the beginning of the contract.

Access is by a simple browser - an environment familiar to everyone - using personal credentials (username and password).

The clear and user-friendly interface is designed to be quickly mastered, even by those who only occasionally use the platform.

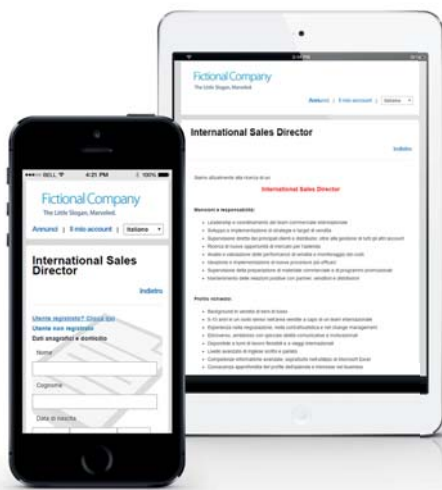


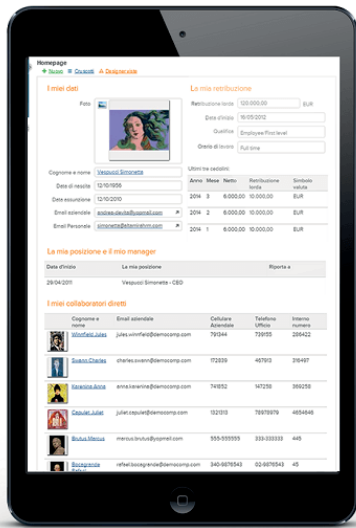
## ACCESSIBLE FROM ANYWHERE

All products in the Altamira HRM suite are provided via Cloud and available in self-service mode.

This means that you can access them from anywhere and using any device with a browser!

The responsive design of our platform makes for easy use and excellent browsing experience with any smartphone or tablet.





## EASILY INTEGRATED

Altamira HRM integrates easily with other business software, such as payroll systems, attendance tracking, CRM etc.

This way you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.

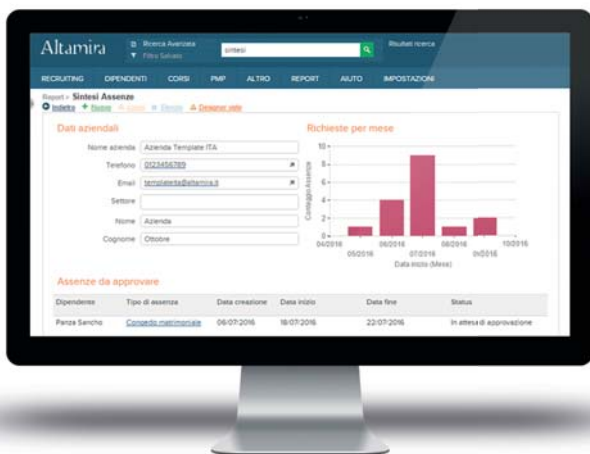
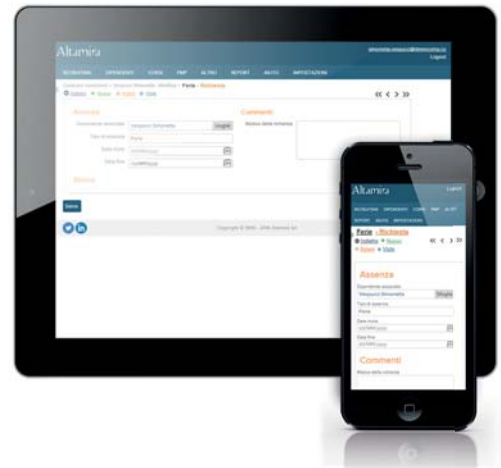
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

## RELIABLE

Altamira has chosen one of the biggest cloud computing companies in the world to host its services, guaranteeing security, reliability and stability.

We work with attorneys and privacy consultants to ensure that our platform always complies fully with all regulations.

We also provide all customers with two focal points, one technical and one commercial, for quick and comprehensive assistance.



## CONVENIENT

The Altamira HRM suite does not require the purchase of any licence, nor does it involve complicated installation, maintenance and upgrades or call for IT unit intervention.

Prices are based on company size and requirements: you only pay for what you actually need, through a monthly or annual fee.

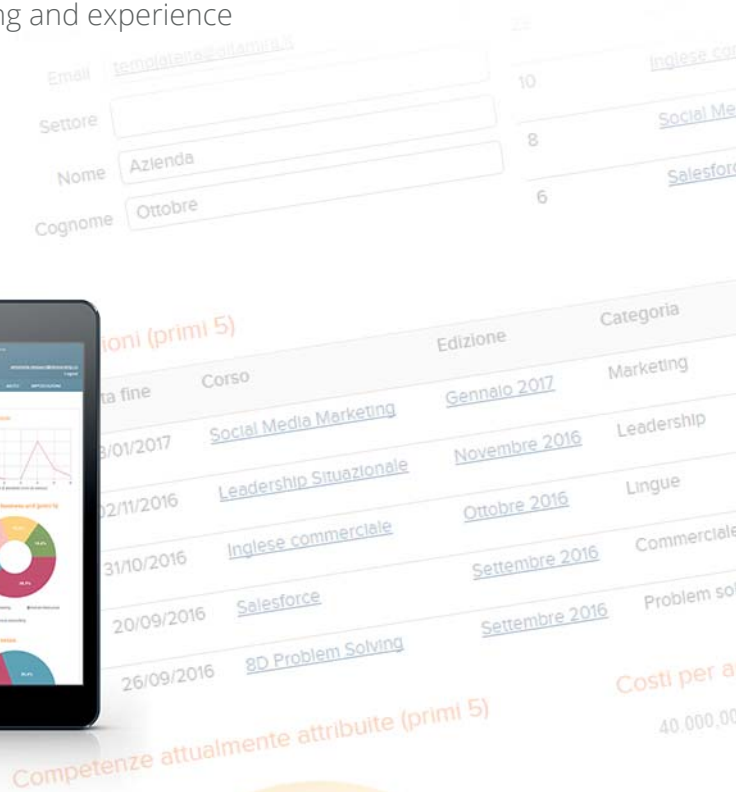


## ABOUT US

Altamira Srl is an Italian software company which produces recruiting and human resources software.

Founded in 1999 and based in Milan, it was among the first in Italy to offer its products via SaaS (Cloud).

All team members (marketing staff, consultants, programmers, and technical assistance) are highly qualified and have training and experience in human resources management processes.



## OUR PRODUCTS

Altamira offers a suite of software for human resources management consisting of:

- **Altamira Recruiting** to manage the entire candidate selection process.
- **Altamira Employees** for managing employee data and documents.
- **Altamira Learning** to handle corporate training.
- **Altamira Performance** to digitize the performance evaluation process.
- **Altamira Leave Management** to request and approve absences and leave.

# Altamira

The full HR Altamira software suite meets the needs of both small and large businesses, as well as those of complex multinational groups.

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