Altamira

ALTAMIRA
LEARNING

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.

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.

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.

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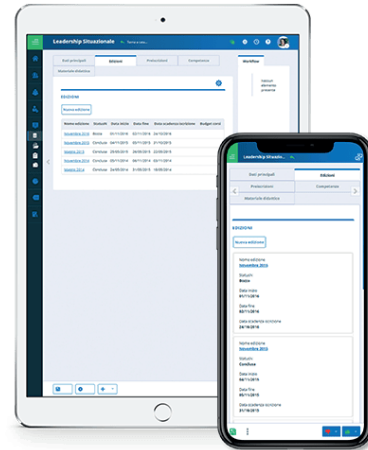
Once again, the amount of information that can be stored is huge: not only the date and time, but also the title and subject of each lesson, the venue, the teacher, the duration of any breaks, whether or not attendance is obligatory, etc.

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.
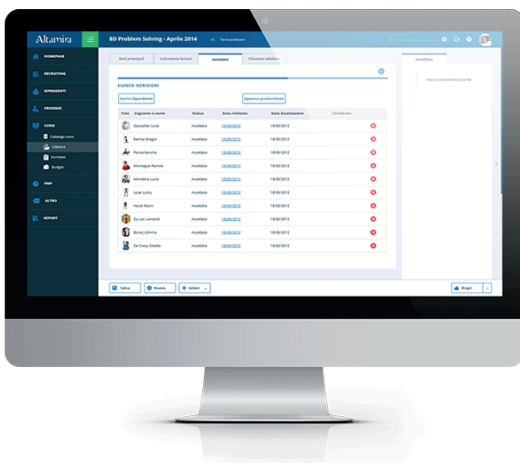
TRACK ATTENDANCE **AND MARKS**

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.

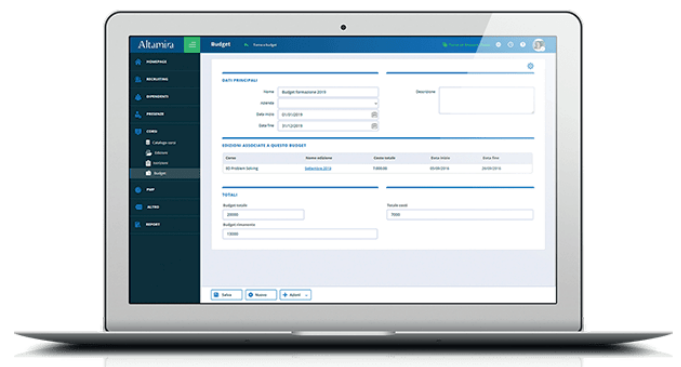All these activities can also be delegated to the trainer.

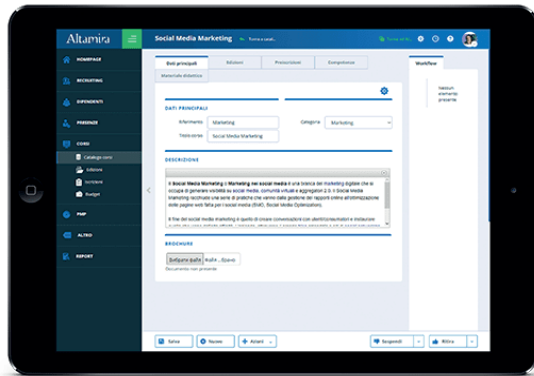## ORGANIZE DATA **INTO REPORTS**

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.

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WHY CHOOSE **OUR SOFTWARE**

READY TO USE AND **CUSTOMIZABLE**

Altamira HRM is configured according to the latest HR best practices and it comes ready to support your business.

At the same time, the customization system allows you to replicate your already established processes on the platform, adapting it to your needs.
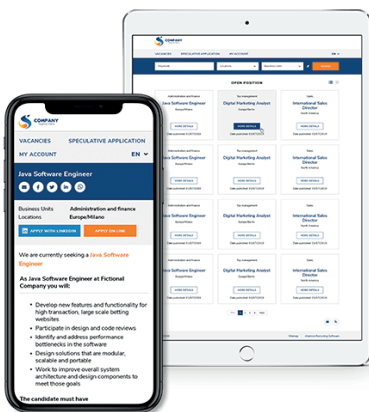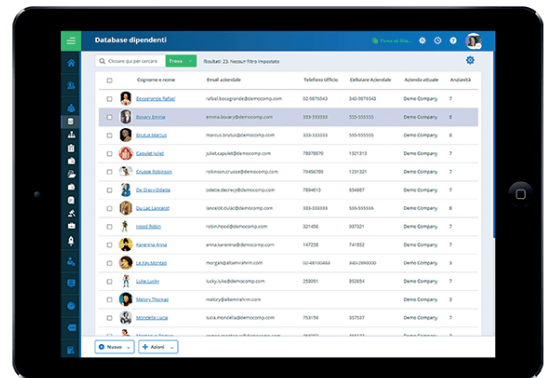
After the initial configuration carried out by our team, you can continue to make changes in full autonomy, thus protecting your investment.

EASY **TO USE**

The user experience lies at the heart of our development process: that's why using Altamira HRM is easy from the very first minutes.

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.
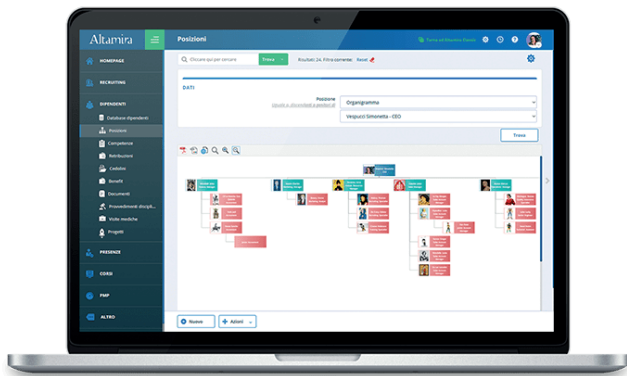
ACCESSIBLE **FROM ANYWHERE**

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.

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EASILY **INTEGRATED**

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

Through the API or a simple file exchange, you can import and export data in commonly-used formats and take advantage of the powerful reporting features available.
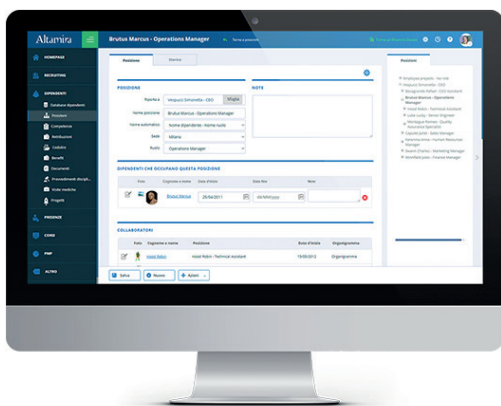
Any changes which arise in HR and IT strategy will be managed in a simple and painless way!

SECURE AND COMPLIANT

The security of our platform is guaranteed by our advanced technologies and proven procedures.

Even more, our services are hosted on Microsoft Azure and Amazon Web Services, the 2 most advanced and reliable cloud computing services in the world.

Choosing Altamira also means solving the problem of managing privacy for job candidates and employees, thanks to a special dashboard dedicated to the GDPR.

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.

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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 to deliver its products as SaaS (Cloud-based).

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 Attendance to track clock-in and clock-out times, extra hours and more.

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