

It's not just what we know about HR is also how we use IT...
A web-based standardized yet flexible HRMS to be used as a service.



Smart Human Resources Management

Recruiting and Selection
Organizational Design
On-boarding and Contract Management
Employee Data Management
Time and Attendance Tracking
Employee Status Change
Employee Termination
Performance Evaluation System
Training and Development



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We are a proactive HR services provider...

We believe strategy is a people issue... That's why we deliver the right models to make strategy happen. Our products are focused on technical innovation that drives enterprise transformation. As an HR End-to-End Service Provider we combine business-oriented frameworks, IT strategy expertise, development tools and deployment techniques to build solutions.....flexible still standardized, easy to manage solutions to support different HR models: Payroll processing, Personnel leasing, Centralized locations, Shared services, Outsourcing.

We have designed an HRMS (HR Management System)... We called it APTitude...

IT answers the flexibility requirements of the human resources management models that evolve in the market. We have built modules based on actual services in the attempt to answer specific needs:

- Organization Management
- Recruitment and Selection
- Personnel Administration
- Time and Attendance Tracking
- Compensation and Benefits
- Performance Management and Development and
- Reporting

The web based functionalities provide additional value added components to our service delivery model or directly to application clients, based on SaaS (Software as a Service) model .

It's not just what we **know** about HR it's also **how** we use IT...

Being an actual HR player in a changing workforce market, guarantees that we are a partner with a practical perspective: we are experienced in balancing what's possible and what's truly useful. Whether you require assistance with creating your company's IT strategy for HR activities, turning that strategy into solutions or providing actual operational support, our service offerings can be tailored to suit your exact needs. We use the power of relationships in everything we do from helping clients use technology to reduce costs and increase efficiency, to crafting solutions that promote innovation & growth.

Industry expertise: Communications & High Tech, Consumer & Retail, Banking & Finance, Pharma
Process expertise: Accounting & Finance, Marketing, Operations, Customer Service, Procurement, HR, Sales, IT.

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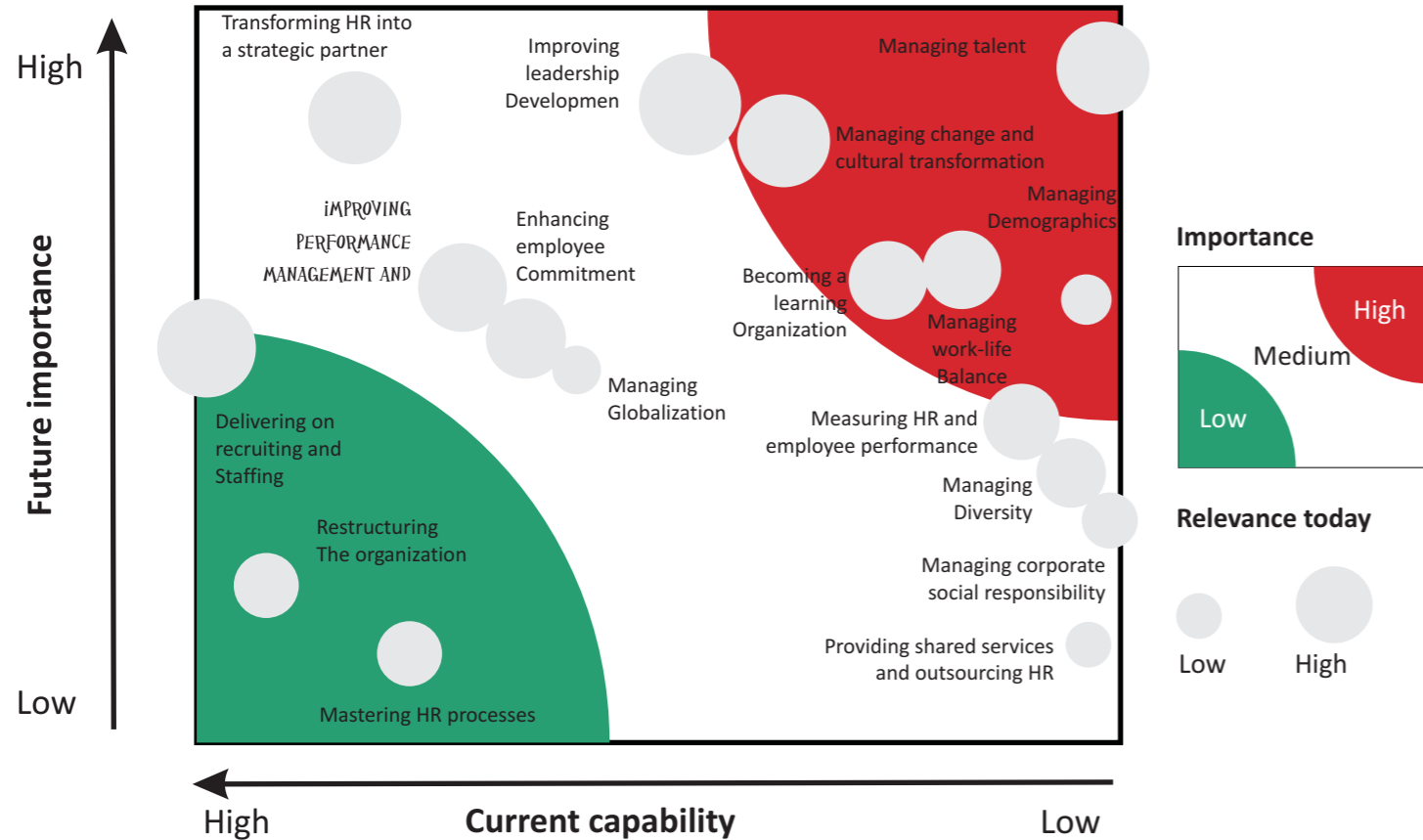


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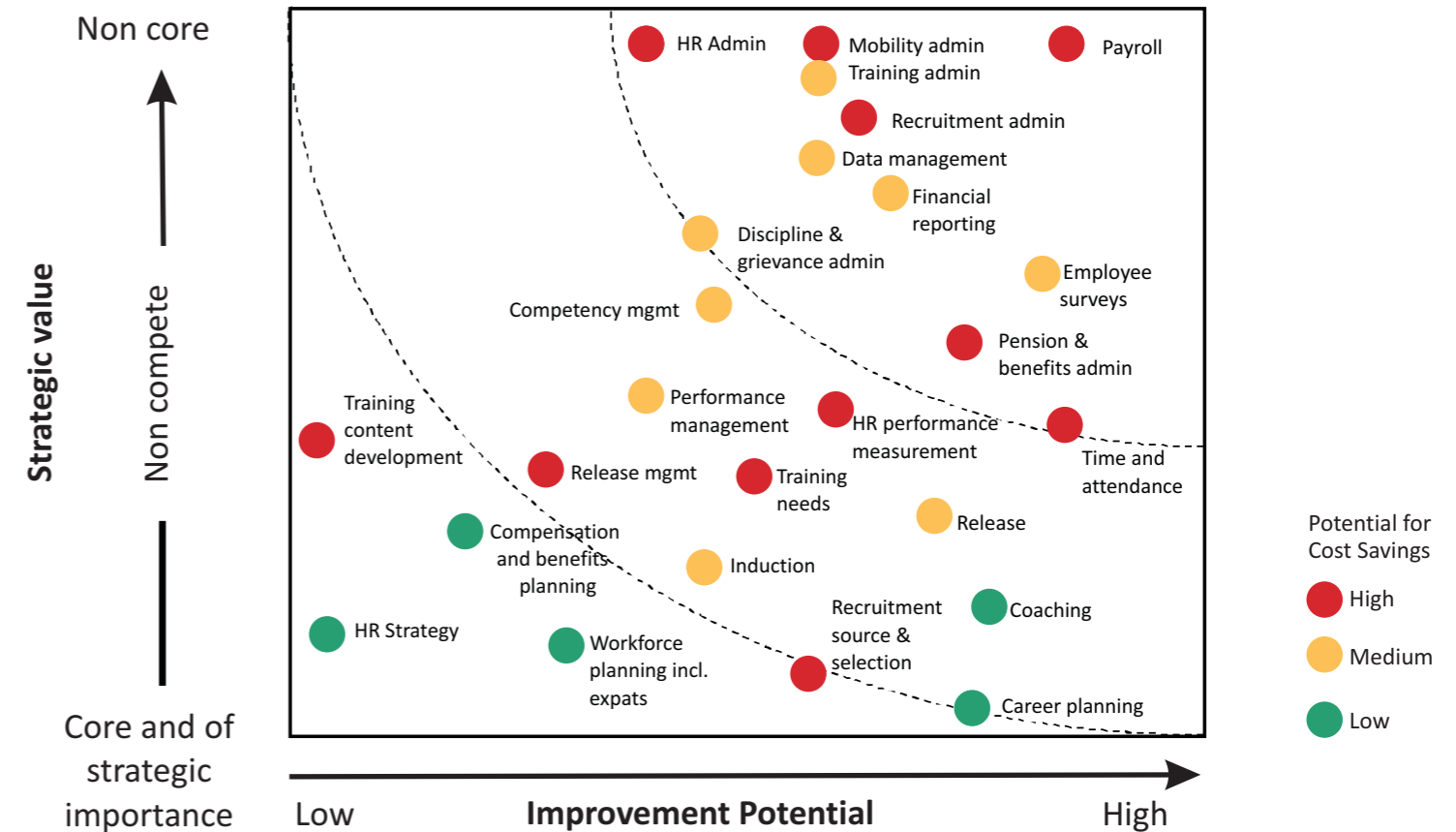
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WHAT DO COMPANIES NEED TO COMPETE IN THE FUTURE?



WHICH HR PROCESSES DRIVE THE MOST OPPORTUNITY FOR IMPROVEMENT & COST SAVINGS? we know how...



Our systems allows HR mangers to focus on more strategic activities through an on-line, strong, empowered system that addresses all transactional activities and enables growth and development.

Challenges to come

Companies in Europe will face five particularly critical HR challenges in the near future: managing talent, managing demographics, becoming a learning organization, managing work-life balance, and managing change and cultural transformation. Corporations that can meet these challenges head on will build and sustain competitive advantage. Meeting the five critical challenges looming on the horizon will be a herculean task for HR executives— but it is not the only one they face. If they hope to gain the trust of senior executives, HR executives must also get the fundamentals of the HR function right. Top corporate leaders rated the performance of their company's HR function most highly when they perceived that it was mastering HR processes, delivering on recruiting and staffing, and transforming HR into a strategic partner.

Mastering HR Processes

To be perceived favorably by senior management, HR functions must systematically assess and improve all basic HR processes. To increase efficiency and effectiveness, they should carefully consider shifting service or administrative functions to outsourcing companies or shared service centers.

Delivering on Recruiting and Staffing

As skilled labor becomes harder to obtain, company loyalty decreases, and traditional means—such as newspaper advertisements and Web pages— lose effectiveness, HR must renovate its current recruiting and staffing processes in cooperation with the line managers. In particular, HR executives should focus on internal staffing, since, surprisingly, corporate executives consider it a common area of weakness in HR.

Transforming HR into a Strategic Partner

Top executives expect their HR managers to demonstrate business acumen, pragmatism, and efficiency while supporting cultural change and increasing overall skill levels at the company. The HR department also must measure its performance against qualitative, quantitative, and financial metrics.

The delivery of HR information and services is undergoing a radical change. It is easy to underestimate the impact of the technology on this field. For years, we heard about the way information systems would change HR, but we saw little real change. With the advent of the web, many of the promises of technology can be delivered. Your business requirements are being met.

WHERE HR STAFF MEMBERS SPEND THE HIGHEST NUMBER OF HOURS

- Payroll-related activities 18%
- HR administration 14%
- Benefits administration 13%
- Leave of absence management 5%
- Recruitment and selection 12%
- Training and development 7%
- Compensation management 6%
- Regulatory and compliance 7%
- Employee relations 12%
- Risk management 6%

By using APTITUDE, you will be free of much of the day-to-day transaction processing that used to consume your time. The system covers most of the routine processes. It is a time of opportunity for those willing to work in new ways, and a time of risk for those mired in the past. APTITUDE is a framework for successful process reengineering providing best practices based support.

WHY SHOULD YOUR COMPANY USE APTITUDE AS A RELIABLE SUPPORT TOOL?

- To enable HR to be more strategic
- To reduce the number of points of contact for employees
- To establish clear accountability for HR service delivery
- To deliver cost effective HR service
- To drive standardized HR service delivery
- To improve service
- To reduce administrative costs
- To streamline services by reducing process steps, approvals
- To increase employee satisfaction



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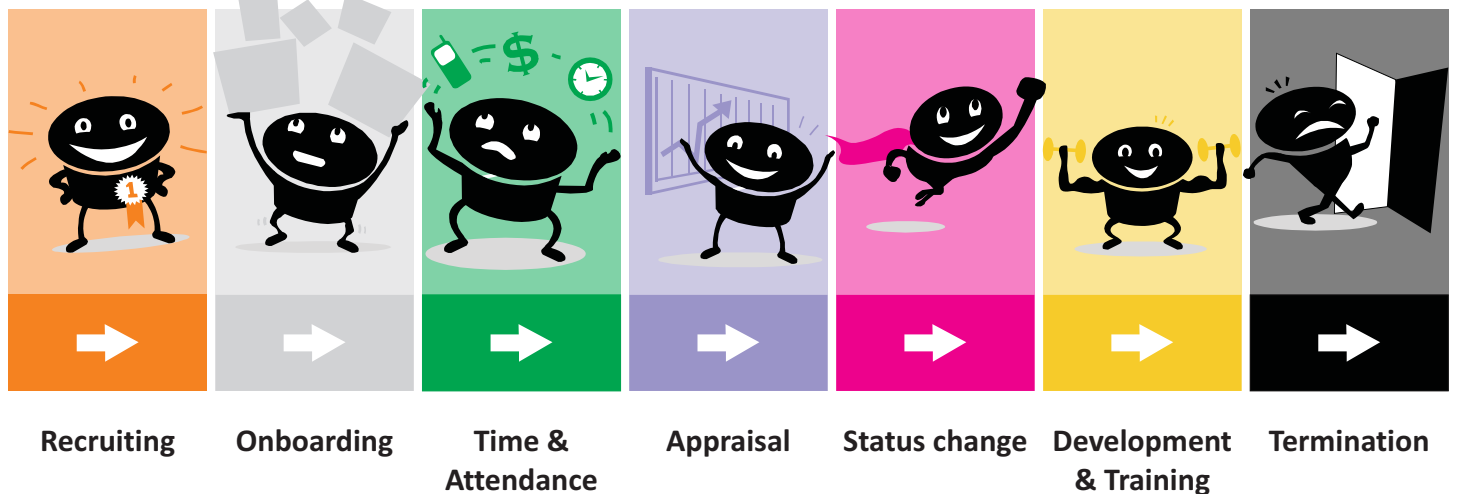
WE FOCUS ON THE HR OPERATIONS EFFICIENCY

based on the employee life cycle management...

- 100% Web-based design
- Fully hosted
- Multi-entity design that enables customers manage multiple companies business units
- Full data exchange capabilities
- Single sign-on
- Advanced role-based security
- Employee self-service (ESS) features
- Manager self-service (MSS) features
- Wizards based workflow
- Advanced customization capabilities
- Changes tracking and audit trails

While the basics of the model are standardized for all business segments globally, there are elements of the model which offer some flexibility. In these cases, we capture your input and feedback on these elements so that we can further develop/validate the operating model and understand service differentiation requirements for your segment/function.

EMPLOYEE LIFECYCLE



APTITUDE IN-SCOPE PROCESS AREAS (MODULES)

Organization modeling	New hire integration	Employee data administration	PE forms management	Internal recruiting	Employee development plan	Employee dismissal management
Job profiling	Papers management	Time and attendance tracking	Feedback collection	Employee history tracking	Training portfolio management	Employee account closure
Recruiting Selection Management	Induction	Payroll preparation	Ranking	Appendixes management	Training enrollment	



Components/ modules are available both as stand alone applications and as integrated system. APTITUDE can also be fully integrated with payroll applications (e.g: WIZ Salary)

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RECRUITING



A component of the APTITUDE suite that supports recruitment services and improves hiring efficiency

Recruitment & selection process is the he first phase of the employee life-cycle. Aligning the organisation role requirements with prospective hire capabilities is critical not only for a “best fit” but also to integrate the new hire with the companies training and development program from day one. Today’s business environment changed the recruitment challenges of previous years. With budgetary restrictions and restructuring, the key is to identify the best solution that assists in strategic long terms process and cost management benefits to the recruitment function.

APTITUDE Recruiting module is a SaaS recruitment software that helps companies manage the entire hiring process from requisition to job offers and helps cut down hiring cycle-time, reducing the cost of hiring. The module features intuitive, easy to use pages for every phase in the recruiting process, allowing employees and external applicants to apply for jobs online. With built-in applicant tracking, recruiters and managers can focus on the most important result—identifying and hiring the right talent quickly.

FEATURES

- Tailored authorization process and role-based access
- Resume database management - manage unlimited resumes
- Job templates library
- Customizable job application
- Customizable job search
- Employer management module
- Multi-user, client-server architecture - all recruiters see the same information at the same time
- Workflow automation - automated processes (screening, selection, acceptance, joining)
- Modular and Configurable
- Sophisticated filtering and ranking tools
- Duplicate management
- Reporting & candidate history management

BUSINESS RESULTS

Control Your Recruitment Pipeline

Get a clear picture of your recruitment pipeline at all points of time. See details of open positions, vacancies, candidates in process and pending offers at a single glance as soon as you log in.

Leverage Existing Resumes

Create your own, easily searchable resume bank. Store hundreds of thousands of resumes with our module.

Improve Recruiter Efficiency

Reduce time spent by your recruiters on tasks with productivity tools such as the resume data base, offers templates, auto generated task lists, duplicate detection system and built in calendar. Free up recruiters time so that they can focus on newer ways to attract top talent.

Search Easily for the Right Candidates

Find relevant candidates quickly and accurately with our powerful and user friendly search engine. Search through resumes based on actual years of experience, location, skills, educational qualifications or any other keywords.

Increase Hiring Productivity

Automate, accelerate and streamline your approval process to reduce administration and improve time to hire.

Get the Bigger Picture

Analyze your sourcing effectiveness, time to hire, time to fill and other vital signs for a deeper insight into what's working and what's not in your recruitment process. Get instant reports of recruitment status and performance.

Track Recruitment Expenses

Track overall or position wise recruitment expenses using our module's budgeting facility.



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ORGANIZATIONAL DESIGN



A component of the APTITUDE suite that supports customized yet flexible organizational structure

In an uncertain business environment under time pressure, the ability of an organization to coordinate information, resources, decisions and actions among its employees has a significant effect on organizational performance. Consequently, a proper balance among information acquisition, designation of decision hierarchy, resource allocation, and action coordination, in short, a proper organizational design, is critical for business performance.

Organizational design module provides an intuitive and concise method to create and communicate organizational structure to executives, employees and senior managers. It comprises of a very simple and intuitive user interface that allows easily search, locate, navigate and get essential contact information of employees and managers and find out reporting structure and hierarchy of an organization. It is an HR solution used to create corporate organizational structures. It allows you to automatically examine your current employees' information in an outlined format.

FEATURES

Instant visual access to organizational chart

View company hierarchies by position, department, cost center, business unit etc.

Automatically organizational chart creation

Can configure your organizational design using a 7 level structure

Easy to use creation tools

Database fields and levels can be added to organizational chart.

Extensive export/import possibilities

Multiple Reporting Hierarchies

Allows you to create charts based on multiple defined reporting relationships defined, e.g. functional, legal, administrative

Organisation Planning

Move people, positions or whole departments, add or delete jobs or even create entire new branches, without affecting the database.

Advanced Searching and Select

Easily locate employees or positions within your organizational structure and filter employees using the organizational chart search option.

BUSINESS RESULTS

Cost management

Costs with personnel can be accurately budgeted in financial forecasts.

Resource management

Control the need for growth and/or reduction of internal staff size.

Up to Date Information

When data changes in the system, the changes are automatically cascading.

Reduced Administration

There's no need to re create design each time the organizational structure changes. As long as the underlying database is kept up to date, the structure is automatically updated to best fit the data.

Integrated Security

Access to sensitive information can be restricted, based on the roles of access in the database. For example, salaries and other sensitive information can be hidden from all except power users and line managers.

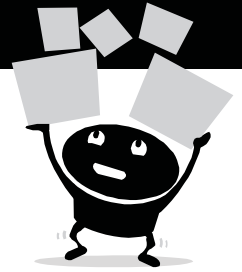
Improved Data Accuracy

The module allows you to view this hierarchical data in a clear format, that makes it easy to see any gaps or inaccuracies.



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ONBOARDING



A component of the APTITUDE suite that supports new hires integration and significantly decreases the time to production..

This module is designed to manage the actual hiring process for the new employees and the onboarding process for the leased employees, providing one point of contact no matter the HR model that the company has implemented. With one single application then user can handle different employment contract types and different hiring procedures.

The labor contract, together with all the others papers that need to be filled in, are automatically generated from the system, while the content of this forms is always available, in a standardized, easy to use format that enables Reporting capabilities.

FEATURES

Multiple Workflows

Handles alternate onboarding paths based on the location or job title of a new employee

Onboarding Checklist

Visibility to onboarding tasks and their status across the organization

Form Builder

Construct forms with multiple columns and sections to electronically capture employee information; the system also manages the changes in the format of the forms

Configurable Hiring Pages

Assemble contract detail pages to capture and communicate onboarding information

Email Alerts

System generated notifications encourage timely task completion

Stand-Alone Application

Although tightly integrated with APTITUDE Recruitment Model, the module is designed to integrate with any front-end hiring Management system

Web-Services Enabled

XML integration capabilities
Integrated key performance indicators to measure process performance

Data quality reporting

BUSINESS RESULTS

Employee Retention

Retention needs to be a proactive strategy that starts during the hiring process

Less Manual Status Tracking

Onboarding tasks are often the responsibility of individuals widely distributed across an organization; creating visibility saves time & instills accountability

Workflow Flexibility

Not all employees follow the same onboarding path, despite similarities in many of the steps and activities

Process Standardization

Mistakes from manual coordination are eliminated

Seamless Integration

APTITUDE provides the capability to bi-directionally integrate via web-services with disparate applications

Reduced Costs

Duplicate work is minimized and efficiency is improved

Compliance

In addition to standardizing processes, APTITUDE automatically requires the completion of compliance related materials such as corporate documents, enrollment forms and employment agreements.

Visibility and Control

By tracking the process, assigning ownership of tasks and providing checklist access to process participants, users have complete visibility into areas of over and under-performance with the ability to make owners accountable.



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EMPLOYEE DATA MANAGEMENT



A component of the APTITUDE suite that automates and standardizes the processes of collecting and updating HR data (legal and business)

Today's organizations are driven by the capabilities of their employees. Management requires significant information about its human resources to make crucial business decisions. And then there are statutory requirements to maintain employee data. This module is all about pertinent, standardized information related to each employee such as employee addresses, roles within the organization, as well as personal and financial information. In addition, you can track an employee's progress, illness, or vacation days, as well as retain information regarding the employee's previous employment and education. The employee record can be linked to the appropriate user. Self Service capabilities are available to be included as part of your internal HR procedure and working process.

FEATURES

Employee Details

Here you can capture employee personal and professional details. When linked with Self Service, this information can be updated by employees themselves with appropriate approvals built into the system.

- Record employee's personal details (multiple addresses, dependents, photograph, passport, visa, tax ids and other confidential ids, prior job history, etc.)
- Manage multiple employee relationships like manager, reviewer, dotted manager, head of department etc.
- Record qualifications and training information,
- Manage benefits information,
- Record beneficiary information,
- Store personal documents.

Employment Records

Allows you to manage the employment related information about the employee that includes:

- Employee reward & discipline records,
- Employee Promotions, role changes and transfers,
- Employee attendance and time records information,
- Employee travel records,
- Manage resources allocated to employee,
- Manage employee probation period and automatically notify confirmation details.

Employee Hierarchy/ Organization Chart

This feature allows you to view employee relationships in a graphical mode including their pictures, details and reporting structure.

BUSINESS RESULTS

Quick data entry and search of employee information

Easy interface to enter employee data allows HR executives to speed up data entry and update of employee data.

Consistency of information

Instant access to data and a variety of management reports, including CEO's dashboard, make HRIS an invaluable decision support system for the entire organization.

Data Gap Reports

Our data gap reports allows you to quickly find missing employee data to enable you to update it before it becomes critical.

Security of Data against breach/ loss of data

As APTITUDE is installed on secure servers and backed up regularly, your employee data is safe from any security breach or hardware failures. Further only authorized employees can access the employee data with a multiple level login available.

Access a centralized employee information hub

Efficiently manage your employees' core HR information, automate common HR processes, and meet compliance with one easy-to-use solution.

Give greater depth to your view of employees

Go beyond traditional HR data. Let employees share rich profiles to improve collaboration.

Make strategic talent decisions

Provide business leaders a more complete view of employees to make better business decisions that successfully impact execution.



TIME & ATTENDANCE TRACKING



A component of the APTITUDE suite that automates and standardizes the time collection and approval processes based on your rules.

Our Time & Attendance Tracking solution is a 100% web-based application that offers a fast, easy and customizable method of automating a company's time attendance monitoring system.

This module is designed to deliver the functionality and flexibility to enforce your HR, payroll, and union policies across the organization. Using its functionalities organizations align their workforce to meet their business goals, control labor costs, and improve workforce productivity and satisfaction. The Time & Attendance Tracking module validates and processes employee interactions according to your specific HR and pay rules for calculating pay rates, overtime, shift differentials, and meal deductions, so your payroll is correct, painless, and on-time every time.

The self-service features increase employee satisfaction by enabling them to manage and view timesheets, request time-off, view time-off balances, and check work schedules by simply using a web browser. Automatic routing ensures the approving manager receives the right timesheets, time-off requests, and other employee interactions.

The module automatically ensures compliance with corporate policies, union rules, and complex regulations such as SOX as information is entered. This ensures your employees work within designated limits, detailed time and labor audit trails are maintained, employees are paid properly, and risks are mitigated.

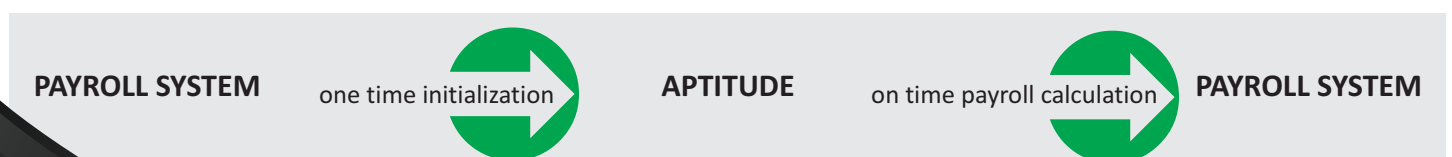
FEATURES

- Real-time validation** of time and attendance
- Daily flagging of exceptions**
- Employee & manager self-service**
- User and role-based security**
- Integration with existing payroll & HR systems**
- Detailed audit trails of all time and labor information**

BUSINESS RESULTS

- Control labor costs**
- Enforces policies**
- Comply with confidence**
- Improve workforce productivity**
- Reduce costly payroll errors**
- Improve efficiencies**
- Increase payroll accuracy**

The Time & Attendance module can be fully integrated with the payroll system that your company uses. Employee data related to job title and actual working parameters can be initialized in APTITUDE, enabling the employee and manager self service features. The system can then be set to generate monthly or event weekly payroll calculation input data files that will be automatically integrated into the payroll application.





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EMPLOYEE STATUS CHANGE



A component of the APTITUDE suite that automates and standardizes the changes that occur as part of the employee life cycle and beyond.

An employee status change is any action which would affect the pay status, position, location, unit FTE, funding source, or employment status. Examples include transfers, reassignments, resignations, retirements, terminations, changes in terms of employment (hours worked per day or days worked per year), changes in the funding source of a position.

It is clear that managing personnel change is often so complex that not even the most comprehensive and flexible of HRMS application-centric workflows can accommodate it. APTITUDE Suite's Employee Change Management module solves these problems by offering customers flexibility and choices above and beyond the static, application centric workflow found in most HRMS systems. Managers access the module through the Manager Self Service portal, and can initiate any number of actions you may define: Promotions, Terminations, Change of Information, Pay changes, Lateral moves, Relocations, Title changes, Job responsibility changes, Skills and education changes. There is no limit to the number of actions that can be managed. Upon submission, the system launches a process to automatically route the request through the necessary reviews and approvals, sending email updates to the originating manager as it works, and upon final approval, affecting the necessary changes to the back end system.

- You can automate process tasks that are completely outside of your HRMS application.
- Reviews and approvals are based on your business rules
- Reviews and approvals may be users outside of your HRMS, and can even be people outside of your organization, in case of leased personnel.
- You can manage change for non employees.
- You can integrate with any system you need to.

As status changes are made, an ongoing status history is automatically recorded. This enables you to monitor and report on the status of the employee over their career.

In case of termination, this module allows you to record both the termination reason and the termination type. You can group terminations for reporting to isolate trends and identify problem departments and managers.

FEATURES

Real-time validation
Approval routing
Employee & manager self-service
User and role-based security
Integration with existing payroll & HR systems
Detailed audit trails
Document management

BUSINESS RESULTS

Control HR costs
Enforces policies
Comply with confidence
Improve workforce productivity
Reduce costly payroll errors
Improve efficiencies
Increase payroll accuracy



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EMPLOYEE TERMINATION



A component of the APTITUDE suite that automates and standardizes the separation procedures

Employee exits are a natural part of the employee life cycle. Whether caused by voluntary resignation, retirement or company induced termination, employee terminations need to be efficiently managed by HR. Employee separation needs to be handled with sensitivity, discretion and speed so that exits can happen without burning bridges with the employee. With APTITUDE termination module, the entire separation process happens smoothly. Valuable insights about the organization from departing employees are received through exit interviews that help the organization reduce future attrition.

FEATURES

Employee exit checklist management

The module allows visibility on separation procedure and tasks and their status.

Automated and discreet workflow

Automatically routes departmental clearances for departing employees. Allows both employee initiated as well as company induced separations.

Electronic tracking

The client has visibility on process and completed forms

Form builder

Construct forms with multiple sections to electronically capture information about employees.

Quick data entry of employee information

Easy interface to access existing employee data allows HR executives to speed up data entry and update of employee data.

Time saving

Considerable savings in process management and through timely payroll data correction.

BUSINESS RESULTS

Organizational perspective:

- Manage employee separation.
- Manage succession planning.
- Termination process standardization.

HR perspective:

- Define separation workflows
- Set policies for employee separation and notice periods.
- Create a smooth process for correction of employee data.
- Increase payroll accuracy

Employees and Managers perspective:

- Manage leave against notice period.
- Get timely clearances of dues.

A comprehensive terminations management module, with extensive possibilities of defining terminations types and more. It caters for all requests and is able to display information on leave entitlement, balance, history etc. It significantly makes more efficient all leave related procedures, eliminates paperwork and saves costs.



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EMPLOYEE APPRAISAL



A component of the APTITUDE suite that automates and standardizes the employee evaluation process without the paperwork or processing

Annual performance appraisals are not meant to be a paper chase - a mandatory exercise that creates a snapshot of some impressions of the supervisor about a subordinate's work. Instead, they should be a collaborative effort that builds on open communication and constant feedback. Thus, investing in goal setting should be a two-way communication: employees who have advanced input into their own career development will typically buy in to the suggestions much more readily than when those goals are imposed from above. No matter how "perfectly written" these goals are on the actual performance appraisal form, they'll be useless without ongoing communication throughout the review period.

APTITUDE Appraisal module offers a unique opportunity to link specific leader behaviors to organizational performance and for individuals to find out how their bosses, their colleagues, their direct reports, their fellow team members, their internal and external customers, and their suppliers perceive their use of these behaviors. It enables mapping of role KPIs as well as role competencies to ensure goal alignment. As an automated system, it improves performance through frequent reviews and feedback to the employee and gives time to managers to correct performance in time.

The Appraisal module is tightly coupled with the Development & Training module to create a comprehensive employee capability development system.

FEATURES

- Easy online forms
- Multiple formats available
- Multiple evaluations per year
- Store multiple years
- Competency Integration
- Automated goal alignment
- Job Description Integration
- Comprehensive Scoring
- Business Driven Weighting
- Learning tools
- Time saving manager features
- Time saving HR admin features
- Email notifications
- Ranking capabilities

BUSINESS RESULTS

Speed and Efficiency:

Setting up your feedback model, administering the responses online and then the delivery of reports will take days rather than weeks.

Quality Questionnaires:

Choose our tried and tested models or tailor one for you using one of the richest banks of competency models available.

Maximum Reach:

Rarely do we get quality, standardized feedback from the full range of stakeholders. Now all audiences can complete the questionnaire easily.

Maximum Impact:

Well-presented reports are delivered by our team of facilitators and coaches. They know how to deliver feedback to maximize buy-in and stimulate change.

Minimum Administration:

We deliver questionnaires anywhere in the world, at any time with minimum risk of administrative errors and a hassle-free process to make best use of your time.



A component of the APTITUDE suite that automates and standardizes the training & learning processes in company

The Development & Training module is a comprehensive learning management system. A training management software that enables companies to gather training needs, manage the training nomination, registration and feedback process. This module complements the Appraisal module, both part of the Performance Management system, to create a comprehensive employee capability development system.

An effective training management system is essential to talent development in any organisation. A good training management system is one that is able to develop employee capabilities to cover gaps between role competency requirements and individual capabilities as well as develop new employee skills required for changing business needs.

FEATURES

Training program inventory

Create a database of internal and external training programs mapped to competencies required and link them to employee types, functions, locations

Flexible feedback forms

Create program specific feedback forms that would be automatically administered at configurable time intervals and addressed to trainees and their managers.

Powerful training calendaring

Training managers can plan the training calendar based on training needs and view the impact of calendar planning decisions on training budget.

Automated training program notifications

Managers and trainees get automatic notifications when requested programs become available with nomination and registration actions.

Training record:

Automatic linkage to employee folder of all training needs, programs attended (or missed) and training evaluation and feedback.

The key to optimizing training spends is an alignment between training and skills needs and gaps. Feedback on the impact of training plays a key role in fine tuning training programs over time. HR should be spending time in this alignment and fine tuning of training programs not spending it on chasing participants, managing registrations and constantly following up for feedback.

BUSINESS RESULTS

Higher ROI from training spends

Links role competency requirements to individual and maps gaps to relevant training programs for focused training spends

Better calendar planning

Saves considerable training staff time otherwise wasted in training need identification, planning, scheduling and coordinating trainings

Transfers ownership to employee and managers

Self-service training need requesting, nomination and program registration ensure greater ownership of training

Effective feedback results

Effective training evaluation with automatic training feedback collection and post-training evaluations

Cost control

Generates reports to track training costs



Growt_ & P_ofit

Using APTITUDE
your company will
figure this out