



YOUR NEEDS

Human capital is your company's **primary asset**. Planning and forecasting needs for additional staff is not always simple, and organizing work, managing skills, trainings and certifications while also tracking leaves and absences can **eat up a lot of your time**.

SUCCESSFUL HUMAN RESOURCES MANAGEMENT INVOLVES



The ability to get an overview of your staff as a whole while keeping detailed records for each employee (hours, skills, seniority, experiences, training history, etc.)



The capacity to identify your **best-performing elements** (performance tracking & skills management)



Quick access to clear, simple reports (total hours worked, absences, etc.)

An HR management tool needs to be **adaptable and easy to use**, and enable everyone involved to access the information they need **in real time** according to the organization's specific circumstances, requirements and challenges.

HOW VISUAL PLANNING CAN HELP

Make the most of your human capital with Visual Planning, an innovative, easy-to-use tool that can free you from time-consuming updates to your Excel spreadsheets and enable you to manage your teams with **complete flexibility**.

Now you can manage shift changes, absences, trainings and performance reviews with a **simple drag & drop**.

«All our staff uses Visual Planning to schedule their absences and request leave, which is then approved by their managers. This gives a precise view of available staffing at all times.»



VISUAL PLANNING

Human Resources

KEY FEATURES



FOR THE HR MANAGER

- View **staff availability** at a glance
- Systematically track **time off and absences**
- Build, maintain and develop your **HR database** with fully customizable employee profiles
- Manage **skills and competencies**: training schedule, certifications, authorizations
 - Organize the **administrative management** of your staff (performance reviews, contracts, etc.)
 - **Control** how much information users can see and/or modify
 - Anticipate any change in the work load and **plan staff capacity** accordingly
- Generate ad-hoc reports and create your own **key performance indicators**



FOR THE OPERATIONS MANAGER & STAFF

- Define and **communicate the tasks** to be carried out by all team members
- Create a **custom schedule** adapted to your working hours
- Track work assignments **progress and completion**
- Fill in your **time sheet** and calculate overtime
- **Share schedule data** instantly through e-mail, SMS, RSS feeds and calendaring application integration
- Update your schedules **remotely and on mobile devices** using the VP Portal module

THEY PUT THEIR TRUST IN US



Visual Planning is available in the cloud or on premise. Ask us to see which model fits your organization's requirements better.

www.visual-planning.com

Visual Planning is a solution developed by Stillog IST