

## Integrated Cloud-Based Solutions by ELMO

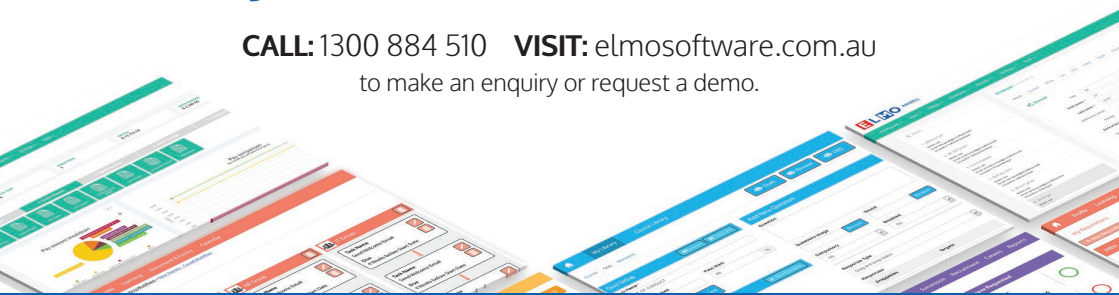
ELMO Software offers a cloud-based solution that helps organisations manage their people, process and pay. ELMO solutions can be used stand-alone, or together in any combination with other ELMO modules.

Our suite covers the touchpoints that an employer will have with employees, from 'hire to retire'.

Pay	Engage	Hire	Retain	Develop	Predict
<ul style="list-style-type: none"> <li>Payroll</li> <li>Self-Service</li> <li>Rostering / Time &amp; Attendance</li> <li>Expenses</li> </ul>	<ul style="list-style-type: none"> <li>Core HR</li> <li>Survey</li> <li>Connect</li> <li>Experiences</li> <li>COVIDsecure</li> <li>Hybrid Work</li> <li>Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Recruitment</li> <li>Onboarding</li> </ul>	<ul style="list-style-type: none"> <li>Performance Management</li> <li>Rewards &amp; Recognition</li> <li>Remuneration</li> <li>Succession Management</li> </ul>	<ul style="list-style-type: none"> <li>Learning Management</li> <li>Course Builder</li> <li>Course Library</li> <li>Video Library</li> </ul>	<ul style="list-style-type: none"> <li>Predictive People Analytics</li> </ul>

We can help you determine the most suitable configuration that best meets your business needs

**CALL:** 1300 884 510 **VISIT:** [elmosoftware.com.au](http://elmosoftware.com.au)  
to make an enquiry or request a demo.



# Unlock the Potential of Your Organisation



**3000+**  
CUSTOMERS



**25+**  
INDUSTRIES



**500+**  
EMPLOYEES

**AUSTRALIA**  
**NEW ZEALAND**  
**UNITED KINGDOM**

## About ELMO...

ELMO Software (ASX:ELO) is a cloud-based solution that helps thousands of organisations across Australia, New Zealand and the United Kingdom to effectively manage their people, process and pay. With a mission to create best-in-class technology accessible to all workplaces, ELMO is constantly evolving. Today, the broader ELMO Group consists of several brands and entities including PeoplePulse, Pivot, HRonboard, Vocam, Webexpenses and BreatheHR.

A commitment to innovation lies at the heart of ELMO's operations. Our solutions are designed to help employers automate and streamline their operations to reduce costs, increase efficiency and bolster productivity.

ELMO's solution is designed, developed and hosted within Australia and New Zealand, and our in-house approach to implementation and support ensures our client rollout experience is fast, smooth and successful.

If you would like to learn more about how we can transform your organisation's HR and payroll functions, please contact us.

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 **Payroll**  
Australia

## Peace of mind with compliance, secure in the cloud

### Flexible and configurable to the needs of your business

ELMO Payroll makes it easy to harness even the most complex of your payroll needs. Extensive configurability allows you to build the payroll system you need, quickly and effectively. Report on all your data through our comprehensive suite of standard reports - or create your own!

ELMO's native cloud-based and connected payroll system ensures that your data is always up to date, in real-time and you can access it anywhere, anytime on any device.

### Other modules also available in **ELMO Pay**



Self-Service



Rostering / Time & Attendance



Expenses



#### Access Anywhere Conveniently

Cloud-based platform means you can access anywhere, any time on any device.

Employees can access payslips via Self-Service or have them emailed.

They can also submit leave and timesheets for manager approval.



#### Create rules to automate Termination Calculations

Our platform allows you to create your own termination rules to ensure you can automate the calculation of complex termination calculations such as redundancy and retirement.



#### Flexibility in reporting

ELMO Payroll has a comprehensive suite of payroll reports to meet the needs of payroll managers.

## Secure, Reliable and Compliant

- » Role based permissions allow you to decide what your staff can and cannot access, and what they can maintain or approve, to keep your desired controls in place.
- » We automatically update the system with the latest tax rates and rules for you to ensure you're always compliant.



# Payroll

## Features and Benefits

- ✓ Online Self-Service access for employees and managers reducing paperwork and data entry
  - Change personal details such as address, bank details
  - Apply and approve leave transactions
  - Submit and approve timesheets
- ✓ Ability to create your own reports with calculated fields\*
 

\* This feature is only available on select platforms.
- ✓ Termination calculation rules set up for automation of complex termination payments
- ✓ Online or emailed payslip
- ✓ Ability to process ad-hoc payroll outside regular paycycle
- ✓ Single Touch Payroll reporting and submission
- ✓ SuperStream reporting and submission
- ✓ Cloud based software to help you reduces IT overhead and maintenance costs
- ✓ Automatic compliance updates
- ✓ Mobile app access for employees, enabling them to manage leave, timesheets\*, register clock times and view payslips, anywhere and at any time.
 

\* This feature is only available on select platforms.

## Great alone, better together!

Harness additional benefits from ELMO Payroll with the following complementary modules:



### Self-Service

Reduce the administrative burden on HR and support staff and empower employees to update and review personal data relating to pay, annual leave, performance, and more. ELMO Self-Service also enables managers to make more informed decisions by providing them with all the data necessary to keep track of employee absentee rates and performance, approve leave requests and access other vital staff information from one location.



### Rostering / Time & Attendance

Retrieve timesheet and Award rate information from ELMO Rostering / Time & Attendance to ensure staff are paid correctly in accordance with compliance requirements. With accurate time & attendance tracking, you can control your employment costs more effectively.



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## Self-Service

### How self-service can empower your employees

#### Employee self-service anytime, anywhere

An emerging theme, which will become more prevalent in future workplaces, is empowerment.

Technology lies at the heart of empowerment: it enables everyone to stay connected, access data and make more informed decisions.

ELMO Self-Service acknowledges this, empowering employees and managers to update and review personal data relating to pay, annual leave, performance, and more.

ELMO Self-Service reduces the heavy administrative burden by automating core HR + payroll tasks.

#### Other modules also available in ELMO Pay



Payroll



Rostering / Time & Attendance



Expenses



#### Improve Engagement

Empower your employees to get more out of their HR & payroll system in their own time.



#### Save Time and Money

Reduce cost and save time by providing employees with their data available anytime, anywhere.



#### Increase Productivity

Enable employees to track their KPIs, engage with their managers and discuss performance.

### Key Benefits

ELMO Self-Service empowers employees to take control of their personal data and undertake many of the administrative tasks traditionally undertaken by HR and support staff. It also provides managers with all the data necessary to make more informed decisions.

Using ELMO Self-Service, employees can access and update their data anytime, anywhere. For example, they can get real-time leave balances, make leave requests, update their KPIs, complete timesheets, and access payslips and payment summaries.

ELMO Self-Service enables managers to keep track of employee absentee rates and performance, approve leave requests and access other vital staff information from the one location.

By automating and digitising these functions, ELMO Self-Service can also help your organisation go paper-free.



# Self-Service

## Key Features

- ✓ Increase productivity by reducing the burden on HR and support staff
- ✓ Save time and admin cost by enabling employees to update and review their own data
- ✓ Improve employee engagement by empowering them to update and review their own data
- ✓ Provide real-time updates for employees and managers
- ✓ Empower employees to review and update KPIs
- ✓ Allow access to payslips and payment summaries
- ✓ Request and check leave balance
- ✓ Access employee information and utilise team analytics and dashboards
- ✓ Go paper-free with automated and digitised processes
- ✓ Access employee information and utilise team analytics and dashboards

## Great alone, better together!

Harness additional benefits from ELMO Self-Service with the following complementary modules:



### Payroll

Provide seamless, cloud-based payroll services to your organisation with ELMO Payroll. In-depth reports allow permitted users access to historical and current payroll data to identify trends or anomalies, while an intuitive user interface assists in managing employees across one or multiple payroll cycles.



### Rostering / Time & Attendance

Retrieve timesheet and Award rate information from ELMO Rostering / Time & Attendance to ensure staff are paid correctly in accordance with compliance requirements. With accurate time & attendance tracking, you can control your employment costs more effectively.



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# Rostering / Time & Attendance

**Streamlined roster management and time tracking to enable you to manage your staffing and business costs**

## Interpret timesheets according to your awards simply and effectively

Rostering staff can be filled with uncertainty and may also lead to poor business and resourcing outcomes, regardless of whether you are carrying out full or partial manual rostering. Knowing when your staff are available, managing last minute shift changes and estimating costs according to your awards are not only stressful, but often unreliable.

Upon completion of the roster, interpreting the time worked according to the award requires up-to-date knowledge to navigate the complex award structures and ensure employees paid what they are owed in compliant manner.

Fortunately, technology can help. ELMO's integrated Rostering / Time & Attendance solution can help manage your personnel so they are in the right place at the right time. With accurate time and attendance tracking, not only can you effectively control costs and forecast future staffing needs, you can also empower your employees to be in control of their own time and availability with shift trading and other self-management tools.

## Other modules also available in ELMO Pay



Self-Service



Payroll



Expenses



### Cost Visibility

Rosters and timesheet costs are calculated in real-time, based on your modern award for reliability and visibility into your people and business cost

Set your roster budget and get immediate visibility if your roster costs fall outside your allocated budget so you can review and adjust if necessary



### Employees Access Anywhere Conveniently

Roster issue and changes are automatically notified to all employees

Employees can access clock-in portals anywhere on any device within an IP jurisdiction you determine

Employees can flag availability, swap shifts and clock in online



### Efficiently Connected

Being connected to other ELMO modules ensures your data is always up to date and reduces reliance on data entry and reconciliation

Integrates your leave transactions to ensure employees are not rostered when they have scheduled absences

Connected to ELMO Payroll to pay approved timesheets in the next available pay cycle

## Secure, Reliable and Compliant

- » Role based permissions allow you to decide what your staff can and cannot access, maintain or approve to keep your controls in place
- » Our software is ISO27001:2013 certified so you can be sure your data is always secure
- » We advise you when there are changes in your modern award for you to review and sign off so you are always in control and be assured of your compliance



# Rostering / Time & Attendance

## Features and Benefits

- ✓ Cloud-based platform means you can access anywhere, any time on any device
- ✓ Time and absence management with real time dashboards
- ✓ Staff communication management
- ✓ Centralised time and attendance data tracking
- ✓ Online Self-Service access for employees and managers reducing paperwork and data entry
  - Online punch-clock to clock in and out of shifts
  - Submit and approve timesheets
  - View next shift
- ✓ Staff schedule for special events and campaigns
- ✓ Detailed reporting on roster cost, coverage, tardiness and timesheets

## Great alone, better together!

Harness additional benefits from ELMO Rostering / Time & Attendance with the following complementary modules:



### Self-Service

Combine the self-management rostering and availability features of ELMO Rostering / Time & Attendance with ELMO Self-Service to obtain full tracking and approval of staff leave requests - enabling you to identify potential staffing shortfalls in real-time and ensure optimal staff coverage for each shift.



### Payroll

Provide seamless, cloud-based payroll services to your organisation with ELMO's Payroll module which is Single Touch Payroll (STP) and SuperStream compliant in Australia and Payday filing compliant in New Zealand.



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# Expenses

## Simplify your expense tracking and reporting

**Software for easy expense claims and reporting with easy-to-use mobile app to provide a quick, seamless experience for your employees**

ELMO's integrated Expenses solution can automate how you manage business expenses. Submitting, approving, and reporting expenses is simplified through our intuitive digital platform. Multi-level workflows can be configured to meet your needs, providing automatic compliance and custom reporting to ensure control and visibility.

ELMO Expenses allows employees to submit claims in seconds with digital receipts auto-generated by the optical character recognition (OCR) receipt scanner. Admins can then easily approve, track and report expenses at the touch of a button. ELMO's expense software fully integrates with the entire ELMO Cloud HR & Payroll suite.

### Other modules also available in **ELMO Pay**



Self-Service



Payroll



Rostering / Time & Attendance



#### Mobile expense app

Manage expenses on-the-go. Users can snap a picture of their receipt and easily create a claim in seconds. Admins can review, approve, reject and track expense reports via desktop or mobile.



#### Corporate card matching

Intelligent Receipt Matching automatically pairs receipts to their corresponding card transaction(s), reducing admin workflows for quick and accurate expense management.



#### Integrated & secure

Integrates with over 50 accounting systems for seamless control of company budget and expenditure. Sensitive information is encrypted and protected, keeping your data safe, yet accessible from almost anywhere.

## Key Benefits

- » Build your specific company expense policies into ELMO Expenses to provide automated compliance. Compliance for users is easy with policies defined at the point of entry and out-of-policy claims are eliminated through active policy enforcement with automatic alerts.
- » Petty cash management is simplified for both users and admins with a user-friendly petty cash manager. The automated process for claiming and managing petty cash in real-time eliminates the need for paper receipts. Admins can gain visibility and control of an office float with integrated pre-approvals to avoid overspend.
- » Driving expenses have never been easier to reimburse. ELMO Expenses' mileage tracking feature provides easy mileage tracking for users and automatic verification and policy flags for admins. Accurate point-to-point mileage is also provided for easy claims and reimbursements.



# Expenses

## Features and Benefits



### Mobile expense app

1. Manage expenses on-the-go
2. OCR technology to speed up expense claims
3. Synchronises across all devices



### Automated policy compliance

1. Build in you company expense policy
2. Clear policy guidelines available to employees
3. Eliminate non-compliant expense claims



### Corporate card matching

1. Intelligent Receipt Matching
2. Automatically pair receipts with card purchases
3. Streamlines admin workflows for reporting

## Great alone, better together!

Harness additional benefits from ELMO Expenses with the following complementary modules:



### Self-Service

Reduce the administrative burden on HR and support staff with ELMO Self-Service. Empower employees to update and review personal data relating to pay, annual leave, performance and more, while managers can make more informed decisions with access to vital employee information such as employee absentee rates, performance, leave requests and more, from one central location.



### Payroll

Provide seamless, cloud-based payroll services to your organisation with ELMO's Payroll module which is Single Touch Payroll (STP) and SuperStream compliant in Australia and Payday filing compliant in New Zealand



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## HR Core

### Centralise and automate people management

#### Ease the admin burden with employee self-service

What if you could centralise and automate people management, empower employees and managers, and turn your employees into your greatest brand advocates?

From chasing up leave forms to managing staff absences, organisations can lose a significant amount of time and productivity if employees are burdened with heavy administrative tasks to support the HR function.

HR Core's Employee Self-Service and Manager Self-Service functionality allows staff to find information anywhere, anytime. It enables employees to apply for leave and check their leave balances, and for managers to oversee absentees. HR Core integrates with the other modules in ELMO's cloud software suite, as well as other compatible systems through an API - providing peace of mind for anyone operating multiple systems.

#### Other modules also available in

#### ELMO Engage



Survey



Connect



Experiences



COVIDsecure



Hybrid Work



Wellbeing



#### Provide Employee Self-Service

Empower employees to request leave, receive real-time updates, payslips and more.



#### A Truly Integrated Solution

Connect your HR Core solution with other systems and experience seamless integration across platforms.



#### Better Insights for Managers

Provide managers with a complete view of their team and enable them to make informed decisions.

### Key Benefits

The ability to centralise people management data and provide tools for employees and managers to review and update their own personal data can help ease the admin burden for HR teams.

A key example of how HR Core's Employee Self-Service function can help is leave management. Employees can request leave and check their leave balance to plan future leave, while payslips and payment summaries are integrated and easily accessible. Likewise, managers can approve leave requests, forecast leave entitlements, and produce reports and analytics.

Tiered access also provides the ability to view org charts, including roles, reporting lines and profile details.

HR Core also provides integration with other payroll systems or systems that can transfer data inbound and outbound. This provides users with the ability to use multiple systems that can seamlessly interact with each other.



# HR Core

## Key Features

- ✓ Access and update personal information through Employee Self-Service
- ✓ Request and check leave balance
- ✓ Check leave approval status
- ✓ Plan and forecast future leave
- ✓ Check payslips and payment summaries
- ✓ Integrate HR Core with other solutions and systems
- ✓ Forecast employee leave entitlements through Manager Self-Service
- ✓ Approve leave requests through Manager Self-Service
- ✓ Access employee information and utilise team analytics and dashboards
- ✓ Show org charts including roles, reporting relationships and profile details (tiered access)

## Great alone, better together!

Harness additional benefits from ELMO HR Core by adding these complementary modules:



### Payroll

Provide seamless, cloud-based payroll services to your organisation with the Single Touch Payroll (STP) and SuperStream compliant ELMO Payroll module.



### Onboarding

Utilise a centralised, easy-to-use system that enables you to configure onboarding workflows, assign courses, send reminders, and provide new hires access to their own onboarding portal.



### Performance Management

Provide access to a range of pre-built goals, behavioural competencies and development objectives, and obtain a holistic view of performance by using 360 reviews and informal recommendations from colleagues.



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## Survey

### Unleash the power of engaged employees

#### Collect, manage, analyse and compare data

How do you keep your staff engaged? By gathering data and assessing what they need throughout all points of the employee lifecycle.

Employees who are focused, motivated, empowered and feel aligned to their employer's goals and values, will deliver better outcomes to both internal and external customers time and time again.

That is why attaining true workforce engagement is an undeniably powerful goal for any organisation to pursue.

ELMO Survey enables you to collect and report on feedback directly from those who are most important to your organisation's success – your employees.

#### Other modules also available in ELMO Engage

- HR Core
- Connect
- Experiences
- COVIDsecure
- Hybrid Work
- Wellbeing



#### Access to HR Survey Library and Benchmarking

Use templates from ELMO's HR Survey Library, including benchmark questions for Exit, Onboard and Engagement surveys.



#### Real-Time Updates and Reporting

Gain access to reports that can be updated and generated instantly, allowing for real-time data comparison and analysis across your organisation.



#### Easy Collection and Analysis of Data

Get insight across the employee lifecycle by creating summaries and graphs to track trends and ultimately enable informed decision-making.

### Key Benefits

Gain access to a sophisticated yet easy to use solution to collect, compare and report on employee feedback.

Assess how engaged and motivated your employees are, and obtain actionable insight into your employees' attitudes and opinions towards their work and work environment.

Easily compare results by key demographics such as age, gender, location, division, tenure, etc, and share results with key stakeholders to make more informed decisions.

Incorporate feedback points throughout your HR processes such as onboarding or learning, and provide confidence and reassurance through the anonymity feature when working on sensitive HR topics such as diversity and culture.



# Survey

## Key Features

- ✓ Access best practice templates from the HR Survey Library
- ✓ Easily customise surveys to create your own feedback surveys
- ✓ Analyse results in real time with access to user-friendly graphs and exports
- ✓ Integrate with recruitment workflows
- ✓ Use advanced logic to skip/hide questions and answers
- ✓ Ensure survey anonymity for confidential and sensitive topics
- ✓ Create your own survey template library for collaborations
- ✓ Save reports for future reference, re-use and sharing

## Great alone, better together!

Harness additional benefits from ELMO Survey by adding these complementary modules:



### Learning Management

Create courses that can be followed with surveys to gain insights into the effectiveness of content.



### Onboarding

Send welcome surveys to check that staff have received all required equipment and resources.



### Recruitment

Capture feedback on recruitment processes such as experience with recruitment manager.



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## ELMO Connect

### Streamline employee communications

#### Boost team collaboration and enhance corporate culture

A primary challenge for any organisation with a remote or disparate workforce is maintaining effective communication across a dispersed group of individuals. With the global COVID-19 pandemic forcing many organisations to implement alternative working arrangements, often for the first time, this challenge is exacerbated. Many employers have reported a dip in employee engagement and a reduction in team collaboration – and therefore less innovation – largely due to a reliance on old technology such as email.

ELMO Connect resolves these issues by offering instant messaging functionality and integration with Zoom video conferencing.

Organisations will deliver rapid benefits to their workforce without needing to invest in complex and time-consuming integrations themselves. Team communication and collaboration can occur from the same place that employees make leave applications, undertake their learning activities, and complete their performance appraisals. All this unlocks high user adoption and a seamless employee experience across an organisation, while staying connected.

#### Other modules also available in ELMO Engage

- HR Core
- Survey
- Experiences
- COVIDsecure
- Hybrid Work
- Wellbeing



#### Instantly Communicate with Colleagues

Utilise the chat functionality to strengthen collaboration between multiple users or one-on-one.



#### Initiate and Manage Zoom Meetings

Easily initiate Zoom meetings from ELMO and effectively manage Zoom video conferencing.



#### Benefit from Rapid Implementation

Leverage your existing ELMO user base without the need to procure and integrate with third-party applications.

### Key Benefits

ELMO Connect presents a powerful value proposition for users.

With Zoom now the most ubiquitous tool for video conferencing, there are clear benefits to an ELMO-Zoom integration. Firstly, employees are empowered to start multiple Zoom meetings from within ELMO's platform after a one-time, easy set-up. Secondly, HR professionals and administrators gain reporting tools to monitor usage and maintain a record of key meetings – backed by the knowledge that ELMO is ISO 27001:2013 certified and is committed to keeping information secure.

ELMO Connect's chat functionality enables one-on-one conversations and multi-user chats to occur. Users can send documents to colleagues, allowing for collaboration in real time. Channels can also be created to issue company-wide / departmental communications, and encourage team-based / project-based collaboration.



# ELMO Connect

## Key Features

- ✓ Use the chat functionality to spark one-on-one or multi-user online conversations
- ✓ Create group channels to issue company-wide / departmental communications, and rally teams around a shared project or initiative
- ✓ Collaborate in real-time and send attachments to colleagues
- ✓ Send messages to colleagues when they are offline, which can be read when they login again
- ✓ Enable end-users to authorise their Zoom account to directly initiate meetings
- ✓ Start one or more Zoom meetings from within ELMO's platform after a one-time easy set-up
- ✓ Empower users to review their list of Zoom meetings
- ✓ Rapid implementation leveraging the ELMO user base – no need to procure and integrate third-party applications

## Great alone, better together!

Harness additional benefits from ELMO Connect by adding these complementary modules:



### Learning Management

Bolster the social elements of group learning exercises with enhanced communication between learners, introduce video learning, and send reminders and updates about courses.



### Performance Management

Allow for performance appraisals to be conducted via Zoom and ensure regular check-ins are being conducted between employees and managers.



### Recruitment

Conduct candidate interviews via Zoom and use chat to discuss feedback from interviews and determine next steps with managers/interviewers.



### Onboarding

Check in with your new recruits easily via chat or Zoom and ensure they are well equipped for their role.



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## Experiences

### Strengthen Workplace Culture with Personalised Journeys

#### Build Engagement Throughout the Employee Lifecycle

With the war for talent continuing to rage and engagement levels globally at dangerously low levels, optimising the employee experience has become a key focus area for employers.

However, a one-size-fits-all approach to engagement is not ideal. A more effective approach is to provide consistent yet personalised experiences to every employee. From the first day on the job through to the last – in addition to significant transitions such as promotions, internal moves and the return to work from parental leave – having the ability to create customised experiences can make a critical difference.

ELMO Experiences enables employers to prioritise the ‘moments that matter’ throughout the employee lifecycle using an easy-to-use journey builder. This provides employees with relevant and timely content that keeps them informed and helps them navigate change. The manual workload for HR is also reduced thanks to journey templates, which can be configured to operate based on time- or event-based triggers.

#### Other modules also available in ELMO Engage

- HR Core
- Survey
- Connect
- COVIDsecure
- Hybrid Work
- Wellbeing



#### Provide Mobile-First Access

Allow employees to progress with assigned tasks and receive information ‘on-the-go’ with a mobile-friendly employee portal.



#### Time-Based Notifications

Avoid information overload by breaking up experiences into smaller, easier-to-digest pieces, and spreading these out at designated times.



#### Empower Managers

Set up templates and workflows for managers, enabling them to proactively help team members navigate through key career transitions.

### Key Benefits

Create memorable experiences for each stage of the employee journey, starting from the first day on the job through to the last. Build structured but personalised experiences with personalised tasks and calendar invites, as well as role- and team-specific content, to help employees navigate through significant milestones such as onboarding, promotions, office relocations, return to work from parental leave, and more.

Provide managers with information about each employee’s journey and prompt leaders to engage with their employees. Distribute information organisation-wide with the Broadcast function, and provide a platform for leaders to create universal and consistent messaging about your core values and mission.

Reduce administration by automating processes. Use the ‘drag and drop’ journey builder and save time with event- and time-based triggers to alert managers and employees of the steps to be undertaken.



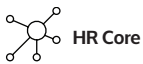
# Experiences

## Key Features

- ✓ Personalise key moments during the employee lifecycle, including milestones
- ✓ Built-in journey templates to provide pre-built, consistent experiences and save time
- ✓ 'Drag and drop' journey builder to seamlessly tailor experiences to your needs
- ✓ Team leader prompts
- ✓ Assign content and tasks to employees and managers
- ✓ Engagement indicators
- ✓ Audit trail and reporting
- ✓ Collect feedback using ELMO Survey (if subscribed to ELMO Survey)
- ✓ Unlimited journeys per employee
- ✓ Unlimited activities and content
- ✓ Send and schedule messages organisation-wide using the Broadcast feature

## Great alone, better together!

Harness additional benefits from ELMO Experiences by adding these complementary modules:



### HR Core

Manage employee data and update user profiles from a centralised, secure location Empower employees to update personal information, apply for leave and check leave balances with Employee Self-Service. Provide managers with a complete overview of their team so they can make more informed decisions. Integrate seamlessly with the ELMO suite or connect HR Core to other compatible systems through an API.



### Onboarding

Start the employee journey effectively with the ability to tailor each onboarding experience. Provide employees with their own onboarding portal to access information, courses, and more. Configure workflows and digital documents, and use the document upload facility to submit to third parties such as tax authorities.



### Survey

Easily collect, analyse and compare data gathered throughout the employee lifecycle. Gain actionable insights into your employees' attitudes and opinions about all aspects of work. Access a range of ready-made survey templates to quickly take the pulse of employees and provide real-time updates and reporting to the wider business.



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## COVIDsecure

### Manage COVID-19 Risks to Keep Everyone Safe

#### Transition Back to Work Safely and Protect Your Employees

As COVID-19 restrictions start to ease, organisational leaders will need to prepare to re-open their businesses. However, transitioning back to physical workplaces requires careful consideration of health and safety risks in order to protect your most important asset: your people.

ELMO COVIDsecure provides employers with a library of policy templates and resources to assist in establishing a transition plan. COVIDsecure also helps employers to implement processes to support ongoing risk management of COVID-19, tailored to your unique operating environment.

For those organisations that identify requirements to monitor employee vaccination status or require regular COVID-19 testing, COVIDsecure provides tools for your employees to easily submit their details for verification and monitor compliance.

Other modules also available in

#### ELMO Engage



HR Core



Survey



Connect



Experiences



Hybrid Work



Wellbeing



#### Track Vaccination and Test Status

Enable employees to easily submit vaccination certificates and COVID-19 test results.



#### COVIDsecure Template Library

Access ready-to-use COVID-19 HR policy templates which can be easily deployed to your employees.



#### Manage COVID-19 Risks

Use the dashboard with real-time visualisations of key metrics to encourage proactive risk mitigation.

### Key Benefits

ELMO COVIDsecure provides a library of COVID-19 HR policy templates that can be customised to suit your organisation's unique needs. These policies can be rapidly deployed to employees and benefit from in-built acknowledgement tracking. HR can prepare plans to re-open physical workplaces and establish and communicate processes for ongoing COVID-19 risk management.

For organisations that identify a requirement to track and monitor COVID-19 vaccination or test status, COVIDsecure enables configuration of policy rules to automate compliance monitoring workflow. This includes the ability to capture vaccination or test status for the entire workforce or targeted areas of the business (for example, by location, department or role), and to configure periodic expiry rules (for example, requiring employees to submit a test result every three days). Employees can easily submit their vaccination or test results, together with evidence for review and ongoing monitoring.

Administrators benefit from a powerful dashboard that provides a real-time view of key metrics to assist with ongoing COVID-19 risk management. Metrics include the vaccination status of your workforce, testing compliance (according to policy) and recent test results, together with clear identification of any positive tests so that HR can take proactive steps to safeguard the health and safety of all employees.



# COVIDsecure

## Key Features

- ✓ Access ready-to-use COVID-19 HR policy templates
- ✓ Enable employees to submit details of their COVID-19 vaccination status and test results
- ✓ Compliance policy rules for targeted assignment and time-based expiry
- ✓ Configurable approvals
- ✓ File upload functionality to enable compliance verification checks
- ✓ Real-time COVID-19 dashboard to improve visibility of key risk metrics
- ✓ Configurable notifications and email alerts
- ✓ Strict access controls for sensitive data management

## Great alone, better together!

Harness additional benefits from ELMO COVIDsecure by adding these complementary modules:



### Learning

Provide your employees with relevant training to facilitate COVIDsafe practices, both at home and in the workplace.



### HR Core

Manage leave entitlements to support employees during COVID-19-related absences.



### Onboarding

Equip your new starters with the training and information they require to adhere to COVID-19 policies as part of their onboarding experience.



### Experiences

Provide employees with personalised experiences to support them during key transitions, such as returning to the office.



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## Hybrid Work

### Easy scheduling for the hybrid workplace

#### Transition back to work safely and embed new hybrid ways of working

The COVID-19 pandemic has fundamentally changed the way we work, forcing many to adapt to remote working and become increasingly reliant on digital work tools.

As we emerge on the other side of the COVID-19 crisis, it has become clear there are both benefits and limitations of remote working. Many businesses are now exploring Hybrid Work arrangements (where people do some activities in the office and others remotely) to retain the benefits of remote working while negating key limitations.

For businesses who are adapting to this "new normal", Hybrid Work provides tools to manage capacity restrictions (including sq. meter requirements to keep your people safe) and make scheduling easy for your teams.

#### Other modules also available in ELMO Engage



HR Core



Survey



Connect



Experiences



COVIDsecure



#### Office Capacity Management

Establish daily capacity limits by work area (e.g. level, neighbourhood) to manage available office capacity



#### Scheduling Made Easy

Remove friction from the logistical challenges of hybrid work arrangements by empowering your people with self-service tools



#### Improve Visibility and Planning

See who's in the office, understand your available capacity and monitor trends

### Key Benefits

ELMO Hybrid Work provides organisations with the ability to define and implement their hybrid work policy, including establishing rules / guidelines for office days, a noticeboard for communication of policy updates and the ability to establish daily capacity limits. This enables organisations to manage their available capacity in a hybrid-work model as well as meet COVID-19 health & safety requirements as they transition back to the office. Importantly, this takes the guess-work out of capacity planning as validation rules prevent overbooking.

A core component of ELMO Hybrid Work is the calendar view, where employees can easily see what capacity is available by location / work area as well as which days their peers are scheduled to attend the office. Employees can also define preferences (daily work / office days) and apply in bulk to streamline the scheduling process.

ELMO Hybrid Work also provides administrators with powerful dashboards to identify who's in the office, available capacity by location, popular days and other key metrics to assist capacity management and planning.



# Hybrid Work

## Key Features

- ✓ Configurable locations / work areas
- ✓ Set daily capacity limits
- ✓ Noticeboard for policy updates
- ✓ Calendar view for employee / manager bookings
- ✓ Visibility of peers (by team / location)
- ✓ Employee preferences
- ✓ Bulk booking
- ✓ Real-time reporting dashboard to understand available capacity and monitor trends

## Great alone, better together!

Harness additional benefits from ELMO Hybrid Work by adding these complementary modules:



### Learning

Provide your people with relevant training to support embedding a hybrid work model



### COVIDsecure

Manage COVID-19 safety risks in transitioning back to the workplace through vaccination & test monitoring



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# Wellbeing

## Improve Employee Wellbeing with Professional Counselling Support

### Enhance Employee Productivity and Reduce Absenteeism

The importance of mental health and employee wellbeing to workplace productivity is well-known. Research shows how stress, anxiety, depression and other mental health issues can result in more unplanned absences, including sick leave, as well as higher presenteeism and increased staff turnover. Poor mental health can also negatively impact work quality and social interactions with colleagues.

Mitigating the risk of work-related mental health conditions or psychological injury has become a major focus for workplaces, especially over the course of the COVID-19 pandemic. Investment in employee wellbeing is also important to improve organisational culture and can assist in talent attraction and retention as part of an organisation's employee value proposition.

ELMO has partnered with Acacia Connection to create ELMO Wellbeing, which provides employees with important health and wellbeing resources. ELMO Wellbeing leverages ELMO technology to improve accessibility and enhance the delivery of health services, including 24/7 access to professional, confidential counselling services via an employee assistance program (EAP).

### Other modules also available in ELMO Engage

- HR Core
- Survey
- Connect
- Experiences
- COVIDsecure
- Hybrid Work



#### Confidential Professional Support (Available 24/7)

Experienced, professional and approachable counsellors to provide employees with the best support available.



#### Improved Employee Experience

Improved accessibility to wellbeing resources and access to the Acacia Connection EAP via the ELMO dashboard.



#### Wellbeing Insights to Continuously Refine Services

Key metrics for EAP utilisation, including industry benchmarking, to ensure high-impact results.

## Key Benefits

Through ELMO's partnership with Acacia Connection, ELMO Wellbeing provides employees with confidential, professional, short-term, solution-focused counselling via Acacia Connection's EAP. This service is available 24 hours a day, 365 days a year. ELMO's partnership with Acacia Connection provides employees with access to a team of over 1,300 experienced clinicians that deliver services face-to-face, over the phone, via video conference, or through live chat.

ELMO Wellbeing leverages the wider ELMO Software suite to improve access to important mental health and wellbeing information (including the Acacia Connection EAP service) via the ELMO dashboard. The employee experience can be further enriched for customers subscribed to ELMO Learning (with the ability to supplement resources with additional training resources as part of a proactive wellbeing strategy) and ELMO Survey (with the ability to improve insights related to employee wellbeing and measure the benefits of initiatives through regular pulse checks / engagement surveys).

ELMO Wellbeing also provides administrators with anonymised reports of key insights related to the Acacia Connection EAP service, including the number of employees reaching out for support, the nature of their presenting issues, the service delivery platform used, and industry benchmarking.






# Wellbeing

## Key Features

- ✓ Access to the employee assistance program (EAP) via the ELMO dashboard
- ✓ EAP sessions delivered face-to-face, by phone, video, or live chat according to employee preference
- ✓ Counselling support – 24/7 access, 365 days a year
- ✓ Access to high quality wellbeing content and resources, written by subject-matter experts
- ✓ Reporting and analytics, providing key metrics relating to EAP utilisation

## Great alone, better together!

Harness additional benefits from ELMO Wellbeing by adding these complementary modules:

-  **Learning** Provide your employees with additional training and resources to support a proactive wellbeing strategy.
-  **Course Library** Leverage ELMO's extensive Course Library, including relevant employee and manager eLearning content, to support your health & wellbeing initiatives.
-  **Survey** Deploy surveys to improve insights related to employee wellbeing and measure the benefits of initiatives through regular pulse checks / engagement surveys.



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# Onboarding

## Get new employees up to speed – fast

### Personalised and comprehensive onboarding

First impressions really do matter – that’s why an unprofessional or incomplete onboarding experience can damage the employer-employee relationship before it’s even started.

What’s required to get new employees productive as quickly as possible? A highly personalised onboarding experience that provides new hires with essential information, an introduction to their team, as well as a list of key tasks to be completed.

ELMO Onboarding can provide all this and more. The easy-to-use, centralised system enables organisations to configure onboarding workflows, assign due dates for tasks, documents and courses, send reminder emails, and report upon various organisational metrics.

Other modules also available in **ELMO Hire**



Recruitment



### Simplify Onboarding Processes

Onboarding has never been easier. Users are able to create simple and highly visual onboarding workflows and streamline the steps required to get new hires up to speed.



### Quickly Engage New Employees

Ensure your new employees are engaged and productive with the right tools, resources and information from the commencement of their employment with your organisation.



### Smooth the Path for New Hires

There’s no need to utilise a third-party onboarding tool when you use ELMO Onboarding – it can seamlessly transfer data from candidates to new employees... all in the one system.

## Key Benefits

Being able to easily tailor different onboarding experiences for different candidates via ELMO’s onboarding workflow tool significantly reduces the traditional administrative burden required to successfully onboard new hires.

Candidates have access to their own onboarding portal where they can commence the socialisation process of being inducted into your organisational culture – meaning they can hit the ground running from day one.

Having your Recruitment, Onboarding and Talent Management system all in the one platform means you don’t have to spend time and effort managing three different systems from multiple vendors. Instead you can focus on the things that matter: ensuring new hires are productive and engaged from day one.



# Onboarding

## Key Features

- ✓ Full integration with ELMO Recruitment; no need for a separate third party onboarding tool
- ✓ Simplified onboarding workflows using ELMO's highly visual and easy-to-use workflow creator tool
- ✓ Configurable workflow processes with the ability to select stakeholders, prerequisites, time delays and conditions
- ✓ Configurable electronic forms and acknowledgements with document upload facility and integration with ATO and other 3rd parties
- ✓ Personalised onboarding webpages for new employees to help them become familiar with the social aspects of your organisation
- ✓ Presentation of company information and videos, guidelines for the onboarding process, task lists and introduction of team members to new users
- ✓ Ability to allocate courses from ELMO's Course Library to your new employees
- ✓ Reports and analytics on how the onboarding process is proceeding
- ✓ Notifications and system alerts when tasks need to happen

## Great alone, better together!

Harness additional benefits from ELMO Onboarding by adding these complementary modules:



### Recruitment

Seamlessly transform your candidates into highly engaged new employees via integration of ELMO's Recruitment module with Onboarding.



### Survey

Survey your candidates for their experiences through the recruitment and onboarding process and make improvements based on their feedback.



### Learning Management

Identify the learning and compliance needs of new hires and develop learning plans which draw from a range of bespoke courses or over 400 pre-built eLearning and video courses. Configure and assign CPD plans to employees, and automate course allocation and notifications as required.



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# Recruitment

## Talent acquisition made easy

### Attract, engage and select the world's best talent

With widespread skills shortages, it's never been tougher to source the right talent. That's why the candidate experience has become so critical - hiring mistakes or delays can be costly and damage brand reputations. Experiences are also amplified. Regardless of whether they receive a job offer or not, applicants who are satisfied with their candidate experience are more than twice as likely to recommend the hiring organisation to others and are 38% more likely to accept a job offer<sup>1</sup>.

ELMO Recruitment is a highly configurable system that helps streamline all recruitment functions from requisition approval through to offer acceptance. It not only enables you to build your candidate sourcing capability, but also helps you refine recruitment workflows, screening questions and interview processes - all while promoting your value proposition to attract the best talent.

Other modules  
also available in  
**ELMO Hire**



Onboarding



#### Reduced Time-to-Hire

Reduce your time-to-hire with in-built tools that speed up the recruitment and decision-making process for new employees.



#### Reduced Cost-to-Hire

Reduce cost-to-hire with streamlined processes and a range of tools designed to save time and money when recruiting new employees.



#### Seamless Candidate Experience

A simple, easy-to-use application process combined with modern recruiter tools.

## Key Benefits

With ELMO Recruitment, you can manage and drive your recruitment strategy from a simple-to-use, centralised system. From requisition creation to offer acceptance, ELMO Recruitment's in-built tools will help reduce time-to-hire. For example, the requisition and recruitment workflow generator means you can create requisitions for new positions in minutes and start actively recruiting as soon as that new role hits your desk.

ELMO Recruitment also reduces cost-to-hire, thanks to branded external and internal careers portals, integration with external job boards and the ability to create talent pools. The integrated nature of the ELMO suite allows for a seamless and consistent candidate experience, regardless of whether they are hired and onboarded, or not. Unsuccessful candidates can remain in your talent pools and be nurtured for possible future roles with your organisation. For those hard-to-fill roles, ELMO Recruitment can be integrated with your preferred agency to track and actively manage externally sourced candidates.

1. The Far-Reaching Impact of Candidate Experience, IBM, 2017



# Recruitment

## Key Features

- ✓ Configurable requisition workflows and authorisations
- ✓ Configurable candidate application forms including screening questions
- ✓ Integration with external job boards and social media
- ✓ Highly configurable branded external career portals plus easy to apply candidate application process
- ✓ Configurable recruitment workflows catering for different recruitment processes as required
- ✓ Interview scheduling and guides
- ✓ Ability to create external and internal talent pools
- ✓ Email and/or SMS notifications
- ✓ Offer approval and contract generation processes
- ✓ Reporting and analytics
- ✓ Integration with HRonboard, an ELMO company
- ✓ Candidate reference checking

## Great alone, better together!

Harness additional benefits from ELMO Recruitment by adding these complementary modules:



### Onboarding

Candidates that have accepted offers will have their relevant profile and job information passed over to ELMO Onboarding so that the onboarding process can commence immediately.



### Survey

Track the candidate experience and ensure all aspects of your recruitment process is operating effectively by asking candidates to fill out a simple survey; spot trends and areas for improvement.



### Succession Management

Recruit the right people for your organisation in terms of skills, personality and behaviours, while also ensuring future roles can be filled by your talent pool. Employees can plan career paths and identify skills required for future roles, while employers can identify flight risks and employees who are suitable for future roles.



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# Performance Management

## Build a high-performance culture

### Maximise Employee Performance and Potential

Ensuring that employees understand the performance expectations of their employer is a significant challenge. With ELMO Performance Management, you can clearly define these expectations – enabling employees to meet and exceed them.

ELMO Performance Management offers a range of pre-built goals and development objectives, which can be utilised to create a library of content for use across the business. In addition, a behavioural competency library outlines the key competencies and behaviours required.

Obtain a holistic view of performance by extending feedback across teams using 360 reviews for formal assessment, or capture recommendations from colleagues.

### Other modules also available in ELMO Retain



Rewards & Recognition



Remuneration



Succession Management



### Tailored Performance Appraisals

Configurable to your requirements, including goal setting capabilities, competency models and development plans.



### Simplified and Automated Workflows

Flexible workflow configuration enables effective stakeholder management with automated notifications for sign-offs and approvals.



### Team View and Reporting for Managers

Access direct and indirect reports to view the status of appraisals, utilise the search facility or collaborate using the export and print functions.

## Key Benefits

ELMO Performance Management allows you to easily implement appraisal templates that are highly configurable to your internal processes. These templates can be tailored to each employee, enabling rich details to be included for specific positions, departments, company structures and locations.

Assignment of templates using filters allows administrators to target specific users and view the status of appraisals. With auto-populating appraisal templates, administrators can quickly introduce highly customised appraisals for each employee.

Reports enable administrators and managers to view the progress of employees through their performance cycle, while also providing an overview across the organisation.



# Performance Management

## Key Features

- ✓ Configurable workflows for appraisal cycles
- ✓ Customisable, automated notifications
- ✓ Pre-defined templates to speed up the implementation process
- ✓ Multiple levels of sign-off and workflow approvals
- ✓ Customisable sections offering checkpoints, questions and feedback
- ✓ Comprehensive libraries of goals, development objectives and competencies
- ✓ Quick access for managers to their direct and indirect reports
- ✓ Search facilities for managers of larger teams
- ✓ Print and export appraisals
- ✓ Detailed graphical reporting; schedule email reports
- ✓ Powerful custom reporting empowering administrators to build detailed reports based on their specific needs including graphical reporting and scheduled email reports

## Great alone, better together!

Harness additional benefits from ELMO Performance Management by adding these complementary modules:



### Learning Management

Address the training and development needs identified during performance appraisals and draw from a range of bespoke courses or over 400 pre-built eLearning and video courses. Configure and assign CPD plans to employees, and automate course allocation and notifications as required.



### Remuneration

Link an employee's performance outcomes to their remuneration adjustments.



### Succession Management

Find your high performers and identify future leaders in the organisation plus analyse risk of employee turnover.



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# Rewards & Recognition

## Build a culture of recognition

### Reward and recognise those who go above and beyond

Everyone likes a pat on the back – even the power of a simple ‘thankyou’ for a job well done can do wonders for staff morale. Having a dynamic rewards and recognition program can reap significant benefits for employee engagement. Companies with recognition-rich cultures have 31% lower voluntary staff turnover rates, 21% higher productivity, and 37% less absenteeism. There’s much to be gained, and money to be saved by getting rewards and recognition right!

In addition to automating traditional recognition workflows, ELMO Rewards & Recognition utilises elements of social media and gamification to enable employees to recommend peers and ‘like’ the recommendations of others. Points can be allocated and trophies won to drive engagement.

ELMO Rewards & Recognition can help build a culture of acknowledgement and pride amongst employees, peers and managers throughout your organisation.

### Other modules also available in ELMO Retain



Performance Management



Remuneration



Succession Management



#### Peer-to-Peer Recognition

Enable employees to recognise peers with recommendations and configurable badges.



#### Trophies

Employees can receive trophies to mark significant achievements or celebrations.



#### Awards

Set-up workflows to allow employee nominations and voting for internal awards.

## Key Benefits

ELMO Rewards and Recognition empowers employees to recognise their peers for great work and to acknowledge key achievements.

Employees can recommend peers and ‘like’ the recommendations of others, while points can be accumulated for those who hit certain KPIs or milestones. Customised trophies can be displayed on an employee’s profile and enable you to recognise an employee’s work anniversary or birthday, acknowledge course completion, or reward employees who achieve a pre-determined number of points.

Automate employee awards such as Employee of the Month with pre-configured workflows, which allow for employees to be nominated for an award, voting periods to be opened, and awards to be allocated. With configurable notifications this process can be quickly setup and monitored.



# Rewards & Recognition

## Key Features

- ✓ Peer-to-peer recognition
- ✓ Configurable badges
- ✓ Ability to earn peer 'likes'
- ✓ Ability to earn and collect points
- ✓ Integrates with ELMO Performance module
- ✓ Recognise employees on their work anniversary and birthday
- ✓ Award employees with trophies for completing courses
- ✓ Improve employee award workflows
- ✓ Allow for employee award nominations and voting
- ✓ Configurable workflows for awards with automatic or manual awarding

## Great alone, better together!

Harness additional benefits from ELMO Rewards & Recognition by adding these complementary modules:



### Performance Management

Gain insight into an employee's recognition achievements to enable more informed performance discussions and identify who deserves more recognition for going above and beyond.



### Learning Management

Link professional development to rewards & recognition by ensuring employees receive points or trophies for completion of courses. Configure and assign CPD plans to employees, create personalised development programs and monitor compliance rates.



### Succession Management

Use ELMO Rewards and Recognition to identify who your high achievers are - should they be earmarked for roles within your organisation and be part of future succession planning?



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## Remuneration

### A game-changer in remuneration

#### Take the pain out of your salary review process

Every employee deserves to be paid in a fair and market-competitive manner – this is critical for retention. However, employee remuneration and compensation reviews are a complex and often emotional process; they can place huge pressure on the HR team.

Whether it be salary increases, complex incentives or bonuses, with Remuneration you can be assured that your budget is managed, policies are brought to life, data is secure, reporting is timely, accurate and insightful. Just as critically, the message to the employee via a letter or email is correct and personal.

#### Other modules also available in ELMO Retain



Performance  
Management



Rewards &  
Recognition



Succession  
Management



#### Budget Modelling and Workflow Management

The outcome is a remuneration review process on time and on budget.



#### Bring Organisational Policies to Life

Empower your managers to make more informed and consistent decisions.



#### Real-Time and Configurable Reporting

Build your own reports, select from a library of reports or have bespoke reports created for you.

### Key Benefits

Remuneration is designed for your organisation whether your remuneration requirements are straight-forward or complex. Remuneration gives those managing the process full visibility and control whilst still allowing involvement of all levels of management. Real-time visibility of decision-bottlenecks and budget progress helps HR and senior leaders easily intervene and push along the process if required.

Remuneration also provides the ability to bring your policy to life through rules-based controls, aligning decision-makers with your key remuneration initiatives and removing HR from the need to act as the "policy police". Automated production of letters using rules-based content sets your Remuneration team free, allowing decision-makers to produce letters at point of distribution without any fear of inaccuracy or unauthorised content.

With Remuneration you can say goodbye to your spreadsheets as it provides a single source of truth with user-defined access and a high level of data security and complete data accuracy.



# Remuneration

## Key Features

- ✓ Simplified data upload and download functions
- ✓ Flexible organisation hierarchy and matrix based reporting lines
- ✓ Real-time standard and 'build your own' reporting
- ✓ Rules-based automated letter production for distribution and electronic filing
- ✓ Impersonate/Shadow functionality allowing HR to support end users
- ✓ Policy management through rules-based controls
- ✓ Range of matrix and modelling options to support strategic initiatives
- ✓ Business rules to guide managers adherence to company policy via traffic lights
- ✓ Ability to manage complex and multiple remuneration structures considering local conditions for elements such as superannuation/pension plans, benefits and allowances
- ✓ Management of a discretionary or complex bonus and short-term incentive (STI) and long-term incentive (LTI) plans
- ✓ Multiple currency management and single currency consolidation

## Great alone, better together!

Harness additional benefits from Remuneration by adding these complementary modules:



### Performance Management

Review employee performance to provide more informed context for remuneration decisions.



### Succession Management

Gain better insight into who has been earmarked for future roles in your organisation and ensure they are being appropriately remunerated throughout their career path.



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# Succession Management

## Keeping an eye on the future

### Develop and manage talent pipelines

Ask just about any employee why they are leaving an organisation and the answer is often the same: a lack of career progression or career pathway. Succession management is an invaluable way to retain employees, identify flight risks and build bench strength for business-critical roles. With 5 generations of employees in today's workforce, succession management is not only becoming increasingly complex, but critical for business longevity.

ELMO Succession helps meet the needs of both employees and employers. Employees benefit from the ability to hone their career aspirations and see the steps they must take to move to other roles.

Employers benefit from the ability to identify potential successors who have the potential to move roles. They can also keep track of bench strength, identify skills gaps and monitor develop plans – ensuring future roles can always be filled.

### Other modules also available in ELMO Retain



Rewards & Recognition



Remuneration



Performance Management



#### Identify High Performers

Find and develop top performers to create future leaders and fill key roles.



#### Manage Succession Plans

Increase your bench strength for critical positions across your organisation.



#### Empower Employees

Provide tools to employees so they can investigate their desired career path.

## Key Benefits

ELMO Succession helps to build a talent pipeline to reduce business risk associated with the loss of key staff, and can identify suitable employees by assessing potential, performance, flight risk and readiness for new roles. It can also provide managers with a bird's eye view of succession options and help them evaluate the risk of leaving roles vacant.

ELMO Succession also empowers employees to identify career interests and preferences. Tools allow them to compare their current position to their desired position and obtain personalised development plans – meaning they can drive their career in the direction they want.



# Succession Management

## Key Features

- ✓ Determine role criticality to ensure business continuity
- ✓ Identify top performers
- ✓ Mitigate employee flight risk by providing career pathways
- ✓ Understand employee career aspirations
- ✓ Enable employees to determine their desired career pathway with personalised development plans
- ✓ Monitor status of individual development plans
- ✓ Identify skill gaps
- ✓ Create and manage talent pools
- ✓ 9 box grid reporting for performance/potential
- ✓ Heat map for high flight risk and critical positions

## Great alone, better together!

Harness additional benefits from ELMO Succession by adding these complementary modules:



### Performance Management

Use the performance results from previous appraisals to gain a better understanding of an employee's performance and suitability for other roles in your organisation.



### Pivot Remuneration

Ensure your high performers and critical talent are compensated appropriately to increase retention.



### Rewards & Recognition

Identify your high performers and keep them engaged with a rewards and recognition program that allows for peer-to-peer recognition, allocation of points and trophies and more streamlined awards processes.



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# Learning Management

## Learning in a rapidly changing world

### Keep employee skills relevant and compliant

Keeping skills up-to-date in a fast-paced world is critical. Add the need for compliance training to the mix and the management of learning can be daunting.

ELMO Learning Management smooths the process by keeping track of employee training needs, course completion rates and compliance requirements.

Create courses that can include policy acknowledgements, documents, instructor-led training, and eLearning content. Users can also assign Continuous Professional Development (CPD) plans to employees who can track their progress. In addition, ELMO Learning Management can curate a catalogue of courses, monitor compliance rates and generate reports on training effectiveness.

### Other modules also available in ELMO Develop



Course Builder



Course Library



Video Library



### Flexible Courses

Create courses with a range of activities to increase learner engagement.



### Course Catalogue

Enable your employees with access to an extensive catalogue of training to allow for self-directed learning.



### Comprehensive Reporting

Track compliance rates with overview reporting and drill-down reports for more detail.

## Key Benefits

ELMO Learning Management enables you to create and curate a comprehensive catalogue of courses. These can range from simple courses through to more complex courses with multiple components including policy acknowledgments, documents, eLearning (including SCORM content), surveys and instructor-led training.

You'll also be able to keep track of employees who require CPD. ELMO Learning Management offers a simple process to configure and assign CPD plans to employees who can then track their progress and capture any additional external training they undertake.

You'll be able to automate the allocation of training to the right employees, while automated notifications will ensure employees and managers receive reminders to complete their training. In addition, the system provides comprehensive reporting to monitor compliance requirements and help managers understand the effectiveness of training.



# Learning Management

## Key Features

- ✓ Create personalised learning plans for employees
- ✓ Search and find courses in the course catalogue
- ✓ Access courses from a mobile device
- ✓ Track and report on compliance rates
- ✓ Create and manage instructor-led training
- ✓ Build eLearning modules
- ✓ Deploy SCORM content
- ✓ Create and track quick policy acknowledgements
- ✓ Access to over 400 courses from the ELMO Course Library and/or Video Library
- ✓ Comprehensive reporting for managers to track compliance training rates and overall training effectiveness and overall trends
- ✓ Powerful custom reporting empowering administrators to build detailed reports based on their specific needs including graphical reporting and scheduled email reports

## Great alone, better together!

Harness additional benefits from ELMO Learning Management by adding these complementary modules:



### Onboarding

Onboard new starters and leverage online courses to get them up to speed quickly.



### Performance Management

Create detailed development plans that integrate with courses created in ELMO Learning Management.



### Rewards & Recognition

Reward employees for completing courses with trophies to recognise their achievements.



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## Course Builder

### Life-long learning in the digital age

#### Rapid eLearning development at your fingertips

The half-life of a learned skill is just 5 years, and this is placing huge demands on learning in the digital age. Fortunately, the explosion of high-quality content and digital delivery models can offer employees easy access to continuous learning.

The ability to create compelling eLearning experiences is set to escalate. While 90% of CEOs believe their company is facing disruption, 70% say their organisation does not have the skills to adapt!

ELMO Course Builder simplifies the task of creating effective online learning. With no coding experience required, subject matter experts can create tailored, branded content to quickly fill the knowledge gaps in your organisation.

Other modules also available in

#### ELMO Develop



Learning Management



Course Library



Video Library



#### No Coding Required

Simple editing tools with a range of page templates for rapid development.



#### Simple Publishing

Integrated with ELMO Learning Management to quickly publish and roll out courses.



#### Assessments

Create assessments with a range of question types to effectively assess learners.

### Key Benefits

ELMO Course Builder simplifies the creation of bespoke online learning content, which can be branded with your organisation's colours, logos and images. With no coding skills required and a range of page templates, you can create interactive online courses with one quick training session.

ELMO Course Builder is deeply integrated into ELMO Learning Management to provide an easier publishing process. The review process for course content is also simple: reviewers are sent a link to submit feedback for each slide of a course with tracking that can be used by a course author.

Course Builder provides you with the ability to create a range of different types of assessment questions to challenge and engage the learner. Each question is tracked within ELMO Learning Management to allow further fine-tuning of courses and assessments to maximise effectiveness.



# Course Builder

## Key Features

- ✓ Easy-to-use interface, no coding experience required
- ✓ A range of page templates included
- ✓ Add your own images and videos to courses
- ✓ Include voice-overs for each slide
- ✓ Interactive images which can be rolled over or clicked on
- ✓ Create assessments with a range of questions such as multiple choice, multi-correct, true/false, and drag and drop
- ✓ Randomised assessments with question pooling
- ✓ Set pass mark and limit the number of attempts allowed
- ✓ Response level tracking to review and tune assessments
- ✓ Deep integration into ELMO Learning Management

## Great alone, better together!

Harness additional benefits from ELMO Course Builder by adding these complementary modules:



### Onboarding

Help bring fresh recruits up to speed quickly by identifying the training and compliance needs of new hires and creating bespoke online content to address those needs.



### Learning Management

Quickly create and publish courses to ELMO Learning Management with detailed response tracking.



### Course Library

Pull content from a library of over 400 courses then customise the content to fit your organisation's requirements.



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## Course Library

### Access a world of learning opportunities

#### Keep employee skills relevant and compliant

How critical is continuous upskilling? Gartner research shows that only 9% of chief human resource officers agree that their organisation is prepared for the future of work.<sup>1</sup>

Fortunately, employees and employers are more willing than ever before to work together to ensure upskilling occurs, with 74% of employees believing it's their own responsibility to take an interest in upskilling<sup>2</sup>.

How can employers help? By providing easy access to learning in all its forms. ELMO Course Library offers hundreds of courses covering a range of topics including compliance, soft skills and productivity training. With ELMO's regular updates to course content, it helps ensure that the skills of your employees remain sharp, now and into the future.

#### Other modules also available in ELMO Develop



Learning Management



Course Builder



Video Library



#### An Ever-Expanding Library

ELMO's Course Library offers over 400 courses\* with a wide range of topics – all built with best practice learning principles.



#### Customised to your Organisation

Copy and tailor content to your needs with easy authoring tools built with "what-you-see-is-what-you-get" editing.



#### Deep Integration with ELMO Learning Management

Quickly and easily publish courses to ELMO Learning Management with detailed response tracking for detailed reporting.

### Key Benefits

ELMO's Course Library offers over 400 courses\* covering everything from soft skills to compliance-related issues. With a growing library, new and updated courses are released every month so there is always new content to discover. The course content is also kept up to date with legislative changes to ensure continued compliance.

Courses are built by ELMO's team of instructional designers with industry best-practice approaches to eLearning, ensuring more engaging course design and content. While most off-the-shelf training has limited scope for customisation, courses from the ELMO Course Library allow you to customise courses to fit your organisation's needs, including the ability to change content, images and branding.

1. Gartner Top Priorities for HR Leaders in 2020

2. Workforce of the future: The competing forces shaping 2030, PwC

\* The number of courses available to your organisation will depend on the region(s) in which you operate.



# Course Library

## Key Features

- ✓ Best practice instructional design using adult learning principles
- ✓ Engaging interactive activities
- ✓ Easy-to-digest course format
- ✓ Regular updates to ensure course compliance
- ✓ Courses can be branded to match your organisation's look and feel
- ✓ Mobile-compatible courses
- ✓ Easy customisation of courses to fit your organisation's needs
- ✓ Built-in assessments with automatic marking
- ✓ A range of question types to increase learner engagement
- ✓ Simple tools to update and modify assessment questions
- ✓ No development skills needed to update or modify courses
- ✓ Use your own media to personalise courses

## Great alone, better together!

Harness additional benefits from ELMO Course Library by adding these complementary modules:



### Onboarding

Ensure new hires are compliant and have all the skills required to be productive by allocating courses from ELMO's Course Library and creating a personalised development plan prior to commencing their new role.



### Learning Management

Manage the training and compliance needs across the entire organisation by providing access to freshly created courses, pre-built courses, and a range of comprehensive reporting tools.



### Course Builder

Simplify the creation of bespoke online learning content, which can be customised with your organisation's branding, colours, logos and images. With no coding skills required and a range of page templates, you can easily create engaging, interactive online courses.



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## Ethics and Conduct

### - General -

- Business Ethics
- Business Travel Arrangements
- Child Protection (NZ)
- Closing the Gap (Cth, WA)
- » [Code of Conduct](#) «
- Competition and Consumer Act Awareness (AU)
- » [Competition and Consumer Law Awareness \(NZ\)](#) «
- » [Conflict of Interest](#) «
- Copyright (AU, NZ)
- » [Corporate Governance \(AU\)](#) «
- Corporate Governance (NZ)
- Domestic Violence (AU, NZ)
- » [Effective Practices When Working from Home](#) «
- » [Fraud and Corruption Awareness](#) «
- Global Anti-bribery and Corruption (AU, NZ)
- » [Information Disclosures for Corporate Whistleblowers \(AU\)](#) «
- Mandatory Reporting (ACT, NSW, NT, QLD, SA, TAS, WA)
- Mandatory Reporting in Child Protection (VIC)
- Modern Slavery Act
- » [Modern Slavery Awareness](#) «
- » [National Principles for Child Safe Organisations](#) «
- » [Privacy Awareness \(AU, NZ\)](#) «
- » [Protected Disclosures for the Private Sector \(NZ\)](#) «
- » [Protected Disclosures for the Public Sector \(NZ\)](#) «
- Records Management
- Spam Act Awareness (AU)
- » [The European Union General Data Protection Regulation](#) «
- Understanding and Working with the Board
- Understanding Employee Rights (NZ)
- Understanding Workplace Rights (AU)
- » [Working from Home](#) «

### - Education and Universities -

- Animal Research Ethics (AU)
- Disability Standards for Education (AU)
- ESOS Framework Awareness (AU)
- Human Research Ethics (AU)
- Intellectual Property (AU, NZ)
- International Students in New Zealand (NZ)
- Research Integrity (AU)
- Sexual Assault and Sexual Harassment at Universities (AU)
- Student Code of Conduct

### - Government Sector -

- Access to Official Information (NZ)
- Accountable and Ethical Decision Making (WA)
- Delegation of Authority (QLD)
- Freedom of Information (ACT, NT, SA, VIC, WA)
- Human Rights Act (ACT)
- » [Human Rights Act \(QLD\)](#) «
- Information Privacy Awareness (ACT, NT, QLD)
- Personal Information Protection (TAS)
- Privacy and Data Protection Awareness (VIC)
- Privacy and Personal Information Protection (NSW)
- » [Procurement Guidelines for Australian Federal Government \(AU\)](#) «
- » [Procurement Guidelines for New Zealand Government \(NZ\)](#) «
- Procurement Guidelines for State Government (ACT, QLD, VIC)
- » [Procurement Guidelines for State Government \(NSW, WA\)](#) «
- Protected Communications (NT)
- Public Access to Government Information (NSW)
- Public Interest Disclosures (Cth, ACT, NSW, QLD, SA, TAS, VIC, WA)
- Recordkeeping Awareness (WA)
- Right to Information (QLD, TAS)
- Victorian Charter of Human Rights and Responsibilities

## Equal Employment Opportunity (EEO)

- Disability Awareness (AU, NZ)
- » [Discrimination and EEO \(AU, NZ\)](#) «
- » [Discrimination and EEO for Managers \(AU, NZ\)](#) «
- Diversity in the Workplace (AU, NZ)
- Managing Unconscious Bias
- » [Mental Health Awareness \(AU, NZ\)](#) «
- Mental Health Disclosure (AU, NZ)
- » [Sexual and Sex-Based Harassment Awareness \(AU\)](#) «
- » [Sexual and Sex-Based Harassment Awareness for Managers \(AU\)](#) «
- » [Sexual Harassment Awareness \(NZ\)](#) «
- » [Sexual Harassment Awareness for Managers \(NZ\)](#) «
- Supporting Colleagues with Anxiety
- Supporting Colleagues with Depression
- » [Workplace Bullying and Occupational Violence](#) «
- » [Workplace Bullying and Occupational Violence for Managers \(AU\)](#) «

## Health and Safety

### - General Health and Safety -

- Advanced Health and Safety (AU, NZ)
- » Alcohol and Other Drugs in the Workplace «
- » COVID-19 Awareness (AU, NZ) «
- » Driver Safety «
- Electrical Safety (AU, NZ)
- Emergency Procedures
- Fatigue Management
- Fire Safety
- First Aid Refresher
- Hazard Identification
- » Health and Safety Awareness (NZ) «
- Health and Safety Committees
- Health and Safety for Managers (NZ)
- Health and Safety Representatives (AU, NZ)
- Health and Safety Risk Management (NZ)
- Incident Investigation
- » Infection Control in the Workplace «
- Injury Management (AU, NZ)
- Mental Health and Safety for Managers (AU, NZ)
- Manual Tasks (AU, NZ)
- Manual Tasks for Farming (NZ)
- Natural Disaster Emergency Procedures (NZ)
- » Office Ergonomics «
- Office Safety
- » OHS Awareness (VIC) «
- » OHS for Managers (VIC) «
- Return to Work Programs (NSW)
- » Safe Working Practices During COVID-19 Alert Level 1 (NZ) «
- Sharps Safety (AU, NZ)
- » Stress Management «
- » Stress Management for Managers «
- Understanding the Health and Safety at Work Act (NZ)
- Warden Instruction
- » WHS Awareness (AU) «
- » WHS for Managers (AU) «
- WHS Risk Management (AU)
- » Work / Life Balance (AU, NZ) «
- Working Alone Safely
- Workplace Inspections (AU, NZ)
- Writing for Health and Safety (NZ)

### - Mining and Resources Industry -

- Managing Safety and Health for Appointed Persons (WA)
- Mining Health and Safety Awareness (AU)

### - Retail and Food Industries -

- » Armed Robbery Survival Skills «
- Food Handling and Hygiene Procedures
- Food Safety Standards
- Health and Safety for the Retail Industry (NZ)
- WHS for the Retail Industry (AU)

### - Chemical and Laboratory Safety -

- Hazardous Chemicals (AU)
- Hazardous Substances (NZ)
- Labels and Safety Data Sheets (AU, NZ)
- Laboratory Safety - Biological Hazards
- Laboratory Safety - Chemical Hazards (AU, NZ)
- Laser Safety
- Radiation Safety (AU)
- Solvents
- Spill Prevention and Control
- Working with Silica Dust

### - High Risk / Construction Industry -

- Asbestos Awareness (AU, NZ)
- Confined Space Entry
- Construction Safety Orientation (AU, NZ)
- Forklift Safety
- Hand Hazard Awareness
- Hearing Conservation
- Hot Work
- Lock Out / Tag Out
- Manual Tasks for Construction Workers (AU, NZ)
- Personal Protective Equipment
- Plant Safety
- Safe Work Planning (SWMSs and JSAs) (AU)
- » Working at Heights (AU) «
- Working at Heights (NZ)
- Working Near Services (AU, NZ)
- Working Outdoors (AU, NZ)

### - Chain of Responsibility -

- Chain of Responsibility Code of Practice (AU)
- Dimensions and Indivisible Loads (AU)
- Fatigue Management Duties of Off-Road Parties (AU)
- Heavy Vehicle Driver Fatigue (AU)
- Heavy Vehicle Driver Safety (AU)
- Introduction to Chain of Responsibility (AU)
- Load Restraint (AU)
- Transporting Dangerous Goods (AU)
- Weight of Loads (AU)



## Communication and Personal Development

- Business Etiquette
- » Business Writing Skills «
- » Conflict Resolution For Employees «
- » Coping with Change in the Workplace «
- Creating eLearning Modules
- Cross-Cultural Communication
- » Cultural Awareness (AU, NZ) «
- Designing and Delivering Presentations
- » Developing Resilience «
- » How to Communicate Effectively «
- Improving Your Listening Skills
- » Influencing and Negotiating with Others «
- Problem Solving
- Running Effective Face-to-Face Training
- » Setting and Achieving Goals «
- » Time and Priority Management «
- Understanding Body Language
- Understanding Different Behavioural Styles
- » Writing Effective Emails «
- Writing Minutes Effectively

## Finance

- » Anti-Money Laundering and Counter-Terrorism Financing (AU) «
- Cash Handling
- Conduct and Disclosure Obligations for Financial Advisers (AU)
- Credit Assessment Fundamentals (AU, NZ)
- Credit Contracts and Consumer Finance Act Awareness (NZ)
- Credit Risk Management
- The Debt Collection Guideline: For Collectors and Creditors (AU)
- Finance for Non-financial Professionals
- Financial Product Advice and Dealing Guide (AU)
- » General Insurance Code of Practice (AU) «
- Insurance Brokers Code of Practice (AU)
- Insider Trading Awareness (AU, NZ)
- » Knowledge Requirements for Financial Product Advisers (AU) «
- Managing Budgets
- » Money Laundering and Terrorism Financing Awareness (NZ) «
- National Consumer Credit Protection Act Awareness (AU)
- National Credit Code Awareness (AU)
- » Professional Standards for Financial Advisers «
- » Responsible Lending Code (NZ) «
- » Securing Payment Card Data «
- » Supporting Vulnerable Customers in the Finance Industry (AU) «

## Customer Service

- » Customer Service «
- Developing Client Relationships
- » Handling Angry and Upset Customers «
- Managing Complaints
- Professional Telephone Etiquette

## Talent Management

- » Coaching «
- » Developing an Employee Recognition Program «
- » Interviewing Skills and Techniques «
- Managing Probation
- » Mentoring Others «
- » Offboarding «
- » Onboarding «
- » Performance Management for Employees «
- » Performance Management for Managers «
- Recruitment and Selection
- Remuneration and Rewards (AU, NZ)
- Strategic Talent Management
- Writing Position Descriptions and Job Advertisements

## Induction

- Contractor Induction (High Risk) (AU, NZ)
- Contractor Induction (Low Risk) (AU, NZ)
- Directors' Induction
- » Employee Induction «
- Health Services Induction
- Laboratory Induction
- Manager Induction
- » Site Induction «

## Leadership and Management

- » Building and Managing Teams «
- » Change Management «
- » Change Management for New Systems «
- Contractor Management
- » Emotional Intelligence in Leadership «
- » Engaging and Motivating Employees «
- » Leadership «
- » Leading Virtual Teams «
- Making Decisions
- » Managing Difficult Situations «
- Managing the Discipline Process
- Managing Workplace Conflict
- » Running Effective Meetings «
- » Running Effective Virtual Meetings «

## Health Care / Clinical

- Abuse and Neglect
- Chronic Disease Awareness
- Client Risk Management
- Dealing with Difficult and Aggressive Patients
- Death Procedures
- Decision Making and Consent
- Dementia
- » [Hand Hygiene](#) «
- Health Information Privacy (QLD)
- Health Records and Information Privacy (NSW)
- Health Records Privacy (ACT, VIC)
- Incontinence
- Infection Control for Health Care Workers
- Invasive Procedures
- Managing Food Allergies and Intolerances
- Manual Tasks for Healthcare Workers (AU, NZ)
- Medication Management (AU, NZ)
- Nutrition and Swallowing (AU, NZ)
- Positive Behaviour Support
- Preceptorship (AU)
- Safe Patient Handling

## Sustainability / Environment

- Air Emissions Management
- Corporate Social Responsibility
- Environmental Awareness
- Environmental, Social and Governance Disclosure Reporting (NZ)
- Resource Efficiency
- Sustainability Awareness
- Sustainable Energy Practices
- Waste Management (AU, NZ)
- Water Conservation

## Business Management

- Business Continuity Management
- Introduction to Workplace Data
- Risk Management
- Workforce Planning

## ICT

- » [Acceptable Internet Use](#) «
- Cyber Security Awareness (AU, NZ)
- Electronic Communication and Social Media
- » [Information Security Management](#) «
- » [Password Management](#) «
- » [Social Engineering and Phishing Awareness](#) «

## Project Management

- Planning and Running Events
- Project Management
- Writing Effective Business Cases

## Quality Assurance and Production

- Contributing to Innovation
- Good Manufacturing Practice (AU, NZ)
- Lean Manufacturing
- Quality Management
- Six Sigma

## Sales

- Creating Business Blogs
- » [Handling Objections](#) «
- Introduction to Sales
- Networking Skills
- Sales Prospecting
- Telephone Sales
- » [The Do Not Call Register \(AU\)](#) «

## Microsoft Office (2010, 2013, 2016, Online)

- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word

» [Course Title](#) « Indicates updated course design



## Video Library

### Enhance learner retention with rich video eLearning content

#### Flexible, customised video eLearning for the digital age

Video learning in the workplace has risen to prominence due to its ability to deliver timely, accessible and relevant training to employees. While face-to-face, instructor-led training remains a key component of L&D initiatives, challenges relating to cost, physical location and time out of the office can limit effectiveness. There is also a growing desire from learners to complete training at their own pace, when they need it, and where they need it. Video learning helps employers meet these demands, while offering a deeper level of immersion and increased flexibility in how knowledge is shared. Video learning is a powerful supplement to text, visual and interactive eLearning experiences, improving learner engagement and retention of information.

ELMO Video Library provides an extensive range of pre-built eLearning courses incorporating rich video content, enabling rapid deployment of enhanced learning experiences. When used with ELMO Learning Management, organisations can more easily identify potential problem areas and stay on top of compliance requirements through learner testing and maintenance of a verifiable audit trail.

#### Other modules also available in

#### ELMO Develop



Learning Management



Course Builder



Course Library



#### Pre-built and Customisable Video Courses

Choose from an extensive library of live-action video courses, or create your own.



#### Comprehensive Learner Evaluation and Analysis

Test trainee comprehension and analyse results for individuals or groups.



#### Thorough Documentation and Audit Trail

Provide a documented and verifiable trail of evidence to assist with compliance.

### Key Benefits

Choose from an extensive library of live-action video courses, or pick from hundreds of individual live-action video chapters and associated quizzes so that the training reflects your organisation's unique culture. Alternatively, users can upload their own content. Pre-built courses use local content and cover a broad range of topics for employees at all levels.

Randomised quizzes can be used to evaluate learners' understanding of courses; results can then be assessed and analysed for individuals and groups, with detailed learner reports showing training history and current progress. Training can also be automatically assigned or regularly scheduled using ELMO Learning Management. Thorough documentation of training activities helps to track training completion rates and provides a verifiable audit trail.



# Video Library

## Key Features

- ✓ Access to an extensive library of pre-built, SCORM-compliant video eLearning courses; or customise content using hundreds of individual video chapters
- ✓ When combined with ELMO's Course Builder, users can create customised eLearning using rich video content in addition to existing interactive features to deliver relevant contextualised training
- ✓ Text, image, audio and original live-action video content with randomised quizzes to assess learner comprehension
- ✓ Pre-built video course topics include HR, safety, wellbeing and leadership in office, warehouse and industry workplaces
- ✓ Localised content, reflective of the legislation, procedures and terminology used in Australia and New Zealand
- ✓ Ability to test the aptitude of potential new hires during the interview process to ensure that you are only pursuing those suited to your organisation
- ✓ Suitable for organisations of all sizes

## Great alone, better together!

Harness additional benefits from ELMO Video Library by adding these complementary modules:



### Onboarding

Utilise video content to create compelling induction and onboarding learning programs that help familiarise new hires with your organisation and its culture.



### Performance Management

Create detailed, role-specific development plans that utilise ELMO Video Library content to upskill, reskill and cross-skill employees.



### Rewards & Recognition

Reward employees for completing courses with trophies to recognise their achievements.



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## Health and Safety

- Aged Care: Health and Safety for Carers
- Aged Care: Making the Workplace Safe
- Asbestos Awareness
- Atmosphere Testing for Confined Spaces
- Confined Space Safety Essentials
- Driver Fatigue Management
- Drug and Alcohol Awareness
- Effectiveness and Safe Operation of Powered Hand Tools
- Electrical Safety Essentials
- Ergonomic Essentials for the Office
- EWP Safety Essentials
- Food Preparation: Safe Approach
- Forklift Stability
- Fundamentals for Safety in Construction
- Handling Aggressive Behaviour in Public
- Harmonisation: Key Changes that Affect You
- Hazardous Chemicals: GHS Classification and Communication
- Hazardous Substances Safety Essentials
- Heat and UV Exposure in Outdoor Work
- Height Safety Essentials
- Hospitality Essentials
- Hygiene for the Office
- Hygiene at Work
- Lockout / Tagout
- Manual Tasks for Industry
- Manual Tasks for Office
- Manual Tasks for Warehouse
- Noise and Hearing Loss Prevention
- Office Fire Prevention and Response
- Office Induction Safety
- Office Safety for Today's Workplace
- PPE Essentials
- Retail Manual Handling
- Returning to Work for Employees
- Returning to Work for Managers
- Risk Management Safety Essentials
- Safe Driving for Work: Best Practice
- Safe Operation of Forklifts
- Safety Awareness
- Shiftwork Safety Essentials
- Slips, Trips and Falls
- Understanding Eye Safety at Work
- Understanding Safety at Work
- Warehousing and Storage Safety Essentials
- Workplace Fire Prevention and Response

## Induction

- Office Induction HR
- Office Induction Safety (AU, NZ)

## Equal Employment Opportunity (EEO)

- Equality and Diversity
- Maintaining a Harassment Free Office: Employees
- Maintaining a Harassment Free Office: Managers
- Sexual Harassment Training for Employees
- Sexual Harassment Training: For Managers
- Workplace Mental Health for Employees
- Workplace Mental Health: Managers
- Workplace Bullying and Harassment

## Communication and Personal Development

- Understanding Body Language

## Ethics and Conduct

- Business Ethics for Employees
- Business Ethics: For Managers
- Preventing Harassment in the Office for Employees
- Preventing Harassment in the Office for Managers
- Working from Home

## ICT

- Business Social Media, Email and Online Etiquette
- Social Media, Email and Online Etiquette

## Leadership and Management

- Delegating Work
- Leadership: Being Proactive in Safety
- Learning from Failure
- Making Decisions
- Running a Productive Meeting

## Sustainability / Environment

- Workplace Environmental Awareness

## Talent Management

- Conducting Performance Appraisals
- Performance and Wellbeing: For Employees
- Performance and Wellbeing: For Managers



# Predictive People Analytics

## Create a data-driven culture with ELMO Predictive Analytics

### Track trends, identify risks and forecast ahead

Employees are an organisation's most valuable but also potentially most costly asset. Employers spend thousands of dollars annually recruiting, developing, engaging and motivating top talent. Relying on gut instinct alone to make decisions and manage this valuable resource can be risky. Fortunately, business leaders now stand to benefit from the people-related data at their fingertips.

Using aggregated data collected from ELMO solutions such as Learning, Performance Management, HR Core and Recruitment, ELMO Predictive People Analytics helps HR track trends based on the behaviour patterns of their workforce. Data is presented in easily understandable charts and graphs. From there, process improvements can be implemented to increase engagement and productivity.

These insights can be used to enhance every stage of the employee lifecycle. HR also benefits from clear evidence of how their initiatives add value to the organisation.



#### Employee Flight Risk Predictions

Obtain employee flight risk insights and identify potential regrettable loss with ELMO's artificial intelligence and machine learning technology.



#### Data Aggregation and Visualisations

Extract and process data from various ELMO systems to create easily understandable graphs and charts.



#### 'Hire to Retire' Insights

Use multiple configurable dashboards at a central location to view HR and predictive metrics from across the employee lifecycle.

## Key Benefits

ELMO Predictive People Analytics extracts and processes aggregated data from various ELMO systems to present data in a single view, allowing seamless cross-functional data analysis to occur. By analysing data from across the employee lifecycle, deep insights can be obtained relating to compliance, productivity, engagement, and more.

Benefitting from innovative artificial intelligence and machine learning technologies, ELMO Predictive People Analytics uses historical data to create models that can predict what's likely to happen in the future – such as identifying employee flight risks at an individual, department and organisation level. With this knowledge, employers can take action to reduce regrettable loss and employee churn, thus saving on new hire costs.

With templated dashboards and data visualisation in the form of graphs and charts, users can easily track workforce behaviour patterns and identify areas for improvement. These insights can then be used to inform their organisation's strategic and tactical business decisions.



# Predictive People Analytics

## Key Features

- ✓ Part of ELMO's end-to-end, 'hire to retire' cloud-based platform
- ✓ Rapid implementation with zero configuration required
- ✓ Forecast and identify employees that are potential regrettable losses
- ✓ Combine and compare data in a comprehensive single view to facilitate cross-functional analysis
- ✓ Identify trends and deficiencies within your business with visualised data
- ✓ Use out-of-the-box dashboards with pre-built visualisations
- ✓ Create your own dashboards afresh or from pre-defined templates
- ✓ Build and view multiple dashboards in a central location
- ✓ Create data visualisations to add to your dashboard
- ✓ Customise your dashboard with insights relevant to you and your organisation
- ✓ Print or download dashboards and visualisations to add to your presentations
- ✓ Add your frequently used dashboards to your 'favourites' for quick and easy viewing access
- ✓ Share dashboards with other users within your organisation

## Great alone, better together!

ELMO Predictive People Analytics extracts and processes data across several ELMO modules into a holistic dataset to provide valuable employee insights in the form of data visualisations. This provides organisations with a better understanding of their current workforce behaviour patterns to help identify process improvements, track employee engagement and uncover key organisational trends.



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