



# Welcome to HRD Power

## A complete suite of HRD Applications

An innovative, flexible, customisable and affordable competency based HRD database software.

**Business Solutions**

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**NEW !**

## Business Solutions for HRD

- ❖ **Training Needs analysis**
- ❖ **Competency Management**
- ❖ **Management training Programs**
- ❖ **Job Matching**
- ❖ **Evaluation**
- ❖ **Performance Analysis**
- ❖ **ISO 9000 Compliance tool**
- ❖ **Tracking Finance**
- ❖ **Custom Designed Reports**
- ❖ **Fully Customisable**
- ❖ **Import Facility**
- ❖ **Networkable**
- ❖ **Security**

Developed By :



**Specialist Management Resources**  
helping people learn and perform

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## A Complete suite of HRD Applications

### HRD Power

The world's most flexible and customisable 32-bit Competency based HRD database software. Available at an affordable price from the team who help people learn to perform.

**HRD Power** is the most comprehensive human resources development software management tool available to HRD professionals. With its broad but detailed coverage of all aspects of the HRD function, it is an essential tool for organisations committed to their most valuable resource. From Training Program Management, Competency Management to Financial Management, HRD Power provides the most cost-effective means of managing the complexities of human resource development.

### Fully Customisable by the User

HRD Power is totally flexible. It does not restrict the user to the number of fields in any record. Using the most up to date software technology, HRD Power allows the user to determine the number and types of fields and the range of information required. This means that the user can fully customise HRD Power to suit the organisation's specific needs.

### Easy to Learn, Easy to Use

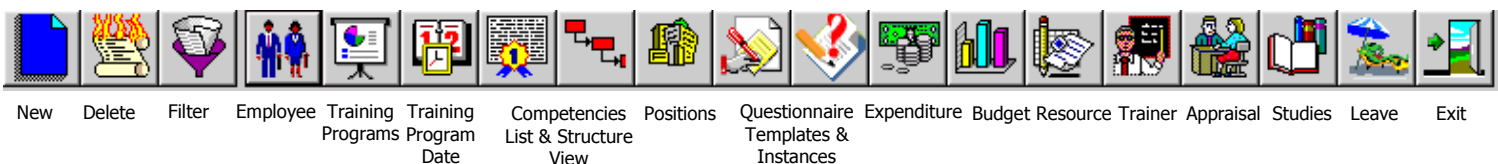
Because HRD Power uses the Windows standards of user interfaces, familiarisation time with the system is reduced to a minimum. All screens have the same appearance and the same point-and-click-method of data manipulation. The benefits of this standardisation are substantial in terms of savings in training time and user efficiency.

### Powerful, User Definable Reporting Facilities

Generating those special reports is no longer a chore with HRD Power. Any report in HRD Power can be designed and generated by following a three-step define/query/design process. Each step is developed in a point-and-click-fashion using standard Window-type procedure. By using Filter and Query techniques on any combination of these fields, no report eludes the magic of HRD Power. Once generated, customised reports may be saved for repeated use. To make life even easier, HRD Power also has 65 standard pre-designed reports.

### Downloads from Other HR Systems

There is no need for double data entry of employee information already contained in existing HR system. HRD Power will import this information from these systems using standard text files.



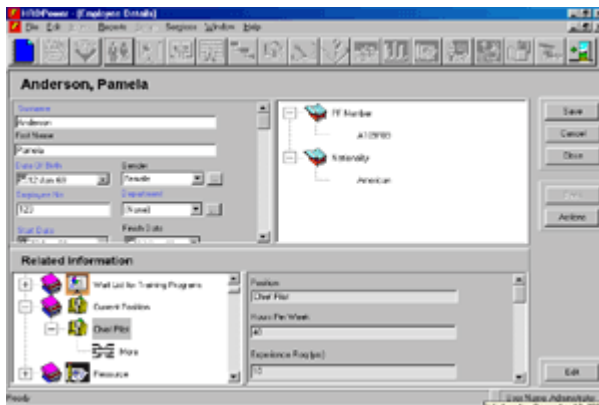


## Key Features

### 1. Flexibility

**HRD Power** has been designed to be supremely flexible. It allows the user to configure the system to individual requirements. There are few mandatory fields (Core Fields) enabling the user to create additional fields of size and type as required (User Defined Fields). In effect, this means that no two HRD Power systems will be alike.

**HRD Power** uses a four quadrant, scrollable record viewing screen called "The Quadrant View", where the following convention is used:



**Upper Left Quadrant:**

Displays the Core Fields supplied with HRD Power and allows data entry and editing.

**Upper Right Quadrant:**

Displays the Fields created by the users and allows data entry and editing.

**Lower Left quadrant:**

Related Information-displays any data that is linked to the displayed record.

**Lower Right Quadrant:**

Displays a snapshot of the related information.

### 2. Training Program Management

**HRD Power** provides a complete facility for the planning, administration and evaluation of Training Programs.

- ✚ Planning is facilitated by the use of Wait Lists
- ✚ Administration is simplified by the use of a friendly method of recording attendee and Training Program information.
- ✚ Evaluation of training – enabling users to design questionnaires to suit each program and to make quantifiable assessments on the effectiveness of the training.

Training Program	Date	Training Program Cost	Per Person
Pre-Flight Procedures	05/06/1999	300.00	Yes
Pre-Flight Procedures	19/07/1999	300.00	Yes



## Key Features

### 3. Competency Management

Competency Management is the heart of the HRDPower system, where competencies can be recorded and tracked through the training process of Competencies Audit, Training Needs Analysis, Training Delivery and Training Evaluation.

- ✚ **Multi – tiered Competency Structure** employs a user-selected tiered structure for recording competencies. This provides the flexibility for organisations to determine the structure that suits their needs. In addition, the user has the option of using a numeric level system further classifying their competencies.
- ✚ **Position Profiles** provides the basis for competency identification and allocation. The inclusion of importance ratings as well as levels, provide for a consistent way of determining job eligibility through the matching process. This applies a weighting skill effectiveness factor to relevant competencies.
- ✚ **Skills Audits** are now made easier by the provision of competency based assessment instruments. These are easily completed and returned to the HRD department for processing into HRDPower.
- ✚ **Personal Profiles** provides the competency record for Employees. If levels are employed, these can be used to measure performance (Current Performance Level) against required standards (Required Performance Level). This is effective in determining training needs. Additional relevant fields include status and importance which, when combined with a date required field, provide the basis for an informed training needs analysis. Planning for training then becomes more effective.
- ✚ **Training Needs Analysis (TNA)** needs no longer be a headache. The effective use of competencies and HRDPower simplifies the TNA process.
- ✚ **Competency Matches** In addition, Position records have a competency importance field and employee records have a priority field. These are used in competency matches and training need analysis.

All competencies have a Performance Level field when linked to

**Position**  
(Required Performance level)

**Employee**  
(Current Performance Level) and

**Training Program**  
(Proposed performance level) records.



### 4. Evaluation Management

Numeric based questionnaire can be designed and the results analysed in HRDPower. Questionnaires can be designed about Employee (360 degree feedback or performance reviews) and Training Programs (Evaluation questionnaires). These can be assigned to specific respondents. The median, mode and mean scores can be generated for each questionnaire.



## Key Features

### 5. Financial Management

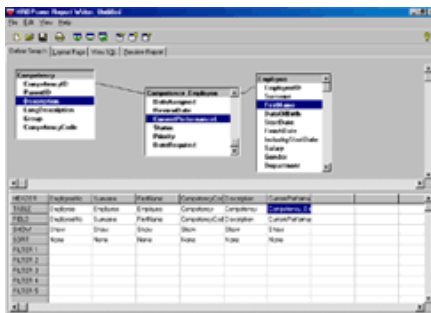
**HRDPower** keeps track of all your HRD related expenses from the whole organisation down to specific user defined areas, group of projects.

- ✦ **Budgets:** allows for setting up budgets at any level.
- ✦ **Direct Training Program Costs:** allows for tracking of direct costs for participants attending Training Program, either Total Training Program costs or Per Person costs.
- ✦ **Salary Costs:** automatically keep track of the salary costs of Training Program attendees while they are away from the job.
- ✦ **General Expenditure Training Related:** allows for tracking of incidental expenses associated with training, such as travel, meals, accommodation, venue hire and equipment hire. These expenses can be allocated to Employees and Training Programs.
- ✦ **General Expenditure Non – Training Related:** allows for tracking of expenditure on training resources, maintenance services and non specific items.
- ✦ **Individual Costs:** maintains records of accumulated expenditure on training of individuals.

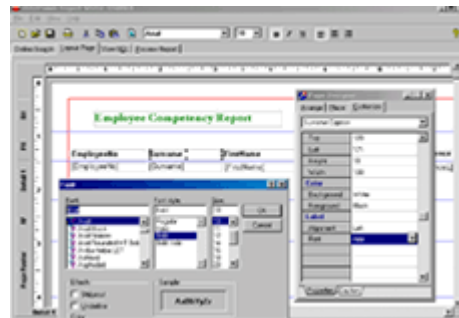
### 6. Information Management

**Report Writer and Filter:** Apart from the 65 standard reports, HRDPower has a powerful report writer which enables the user to generate and format their own reports. HRDPower's unique and powerful filter allows the user to edit data and generate reports based on any criteria specified by the user. The filter can be saved and applied at any time.

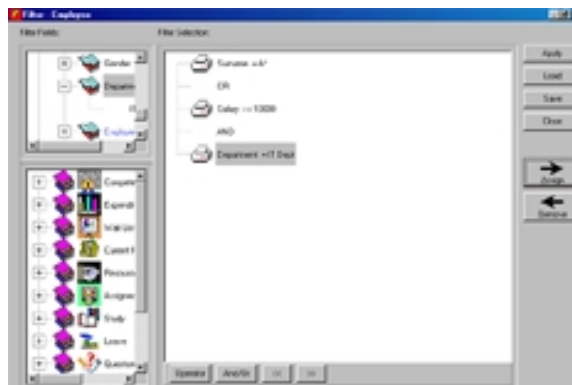
Customised Reports – linked tables



Customised Reports – page design



Filter





## Highlights

### Benefits for the HRD professional :

- Links Training to Business Objectives
- Skills Audit
- Individual Training Needs Analysis
- Corporate Training Needs Analysis
- Training Plans
- Questionnaire Evaluation
- Financial Management
- Matching Employees to Jobs

### Employee - Position Match

Competency	Current Performance Level	Required Performance Level	Importance
<b>Chief Pilot</b>			
FPL01.00.00 MANAGE PRE AND POST FLIGHT ACTIONS (PFL)	2	5	3
FPL01.01.00 Complete Pre and Post Flight Administration	2	5	3
FPL01.01.01 Complete Pre- Flight Planning and Documentation	2	5	3
FPL13.00.00 RECOVER FROM SPIN (PFL)	5	5	3
FPL13.01.00 Recover from Spin	5	5	3
<b>Percentage</b>			<b>95%</b>

## Added Functionalities

- Automates the training function
- Internet Browser
- Import / Export facility
- Global Update
- Multiple Assignments
- Ensures ISO 9000 compliance
- Multi-Language Facility
- Scheduler
- Bulk Edit

## Training

- ✚ Several public workshops are conducted throughout the year, for a nominal fee.
- ✚ In-house workshops for a maximum of eight participants are available, for a separate fee.
- ✚ Basic training is provided as part of the installation process and included in the purchase price.

## Help

HRD Power has a set of Help Assistants who provide animated help to reach the user about key functions in HRD Power.

## Proven Expertise

The design of HRD Power drawn with 12 years of experience in HRD software development. The product has been tested internationally. SMR has been recommended by an international think tank of 17 HRD and Technical experts in designing HRD Power.

## Support

- ✚ HRD Power comes with a mandatory software support agreement known as Power Care Software Support (PSS). This agreement is renewable annually, in advance. The purchase price includes the first year's PSS fee.
- ✚ PSS entitles customers to the following benefits
  - ✓ Unlimited telephones and fax support
  - ✓ Unlimited modem support (by arrangement)
  - ✓ Unlimited e-mail support
  - ✓ Access to 24 hours web site help
  - ✓ Free upgrades of the software as and when they occur
  - ✓ Authorised access to HRD Power Service Packs
  - ✓ Free attendance to the HRD Power users meeting



- User Guide  
HRD Power software package contains a complete user's guide
- On-Line Help  
Context sensitive on-line help  
Animated help wizard

### Technical Requirements

#### Minimum

Pentium II Processor or similar  
 • 32 MB RAM • 100 MB HDD space • CD-Rom Drive

#### Recommended

Pentium III Processor or similar  
 • 64 MB RAM • 100 MB HDD space • CD-Rom Drive

### Technical Information

Language: Visual Basic 6.0  
 Database: MS-Access or SQL - Server

### Sample Reports

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**Employee Training Needs**

020 Ayres Samantha

Competency		Priority	Current Performance Level	Date Required
PPL040101	Complete PreTake-Off Checks	2 - Highly Desirable	1	
PPL030104	Complete Pre and After Shutdown Checks	2 - Highly Desirable	1	
PPL010200	Perform Pre-Flight Inspection	2 - Highly Desirable	1	
PPL010201	Identify and Secure Equipment and Documentation in the aeroplane	2 - Highly Desirable	1	
PPL020200	Maintain RT Equipment	2 - Highly Desirable	1	
PPL030000	CONTROL AEROPLANE ON THE GROUND (PPL)	2 - Highly Desirable	1	
PPL030100	Start and Stop Engine	2 - Highly Desirable	1	
PPL030101	Complete Pre and After Start Checks	2 - Highly Desirable	1	

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**Corporate Training Needs Analysis**

Competency		Required Performance Level	No. of Employees
PPL_01_00_00	MANAGE PRE AND POST FLIGHT ACTIONS (PPL)	1	4
PPL_01_00_00	MANAGE PRE AND POST FLIGHT ACTIONS (PPL)	2	2
PPL_01_01_00	Complete Pre and Post Flight Administration	1	4
PPL_01_01_00	Complete Pre and Post Flight Administration	2	2
PPL_01_01_01	Complete Pre- Flight Planning and Documentation	1	5
PPL_01_01_01	Complete Pre- Flight Planning and Documentation	2	1
PPL_01_01_02	Calculate Aeroplane Take-off and Landing Performance	1	5
PPL_01_01_02	Calculate Aeroplane Take-off and Landing Performance	2	1
PPL_01_01_03	Complete Pre and Post Flight Maintenance Release	1	5

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**Expenditure vs Budget Report**

Expenditure vs Budget for 07/1999

	Expenditure	Budget	Balance
Training Program	500.00	2,000.00	1,500.00
General ExpendureTraining Related	0.00	500.00	500.00
General Expendure Non Training Related	0.00	100.00	100.00
	<b>500.00</b>	<b>2,600.00</b>	<b>2,100.00</b>

Expenditure vs Budget for 08/1999

	Expenditure	Budget	Balance
Training Program	2,000.00	2,000.00	0.00
General ExpendureTraining Related	100.00	500.00	-400.00





## About SMR

**HRD Power** is the brainchild of Specialist Management Resources (SMR), a leader in the field of developing Human Resources. An ISO 9002 company, SMR is passionately committed to helping people learn and perform at the workplace. SMR consultants have trained over 20,000 people in 26 countries. They have also written books, developed management games, software and videos.

The software development division of SMR has developed HRD Power with input from its experienced consultants and an impressive forum of international HRD and technical professionals and clients.

## Customers (a partial list)

### • Australia

- South Australian Housing Trust.
- University of New South Wales.
- Rural Press.
- AUSLIG.
- Wesfarmers Federation Insurance.
- Department of Justice and Industrial Relations.

### • Malaysia

- Perodua Otomobil Kedua Sdn. Bhd.
- The Pacific Bank Berhad.
- HLG Securities Sdn. Bhd.
- Euromedical Industries Sdn. Bhd.
- Matsushita Industrial Corp. Sdn. Bhd.
- Ban Hin Lee Bank Berhad.
- GSL Water Sdn. Bhd.
- Sharp Roxy Corporation (M) Sdn. Bhd.

### • Singapore

- Overseas Union Bank Ltd.
- Singapore Polymer Corp. Pte. Ltd.

### • Indonesia

- Bank Indonesia

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SMR, helping  
People learn & perform



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Registration No. AR 1385