

Drive Employee Engagement & Productivity

SumTotal Career Development establishes competency-based employee and leadership development and career plans focused on both current and future positions.

To their regret, many companies cut back on their employee development programs during the recession of 2001. The inevitable result was a multi-year rebuilding effort just to get back to the status quo. The lesson learned: Don't sacrifice the

Most Impactful Ways to Retain Top Performing Employees

	% Agreeing
Provide career advancement opportunities	84%
Provide a stimulating & challenging work environment	83%
Provide consistent recognition of performance	69%
Enable individual development planning	66%
Non-financial incentives	62%

Source: SumTotal, *State of Global People Management* survey, 2010

future for a more comfortable present. Smart companies double-down on career development in challenging times. Indeed, a global HR survey conducted in late 2009 by SumTotal revealed that the use of people management software to enable employee career planning will grow by 113% in 2010. The reasoning is straightforward: Actively developing employees and

providing career advancement opportunities to them are top drivers of employee engagement. And research clearly shows that companies with higher percentages of engaged employees perform better than their industry peers.

SumTotal Career Development provides employees with more power and control over their career paths, and to pursue improvement at their own pace. The career development process includes creating a plan or series of activities that facilitates building employee skill sets, work-related knowledge, and general job proficiency. This process applies both to current positions as well as possible future positions in a succession planning context.

SumTotal Career Development assists employees in identifying where their individual strengths and weaknesses lie relative to a target job position. Embedded career planning capabilities leverage data from an employee's most recent assessments to create a dynamic development plan based on suggested goals or activities for each competency the employee wishes to improve. Dozens of pre-defined competencies are provided by SumTotal via an embedded competency

Key Benefits

- Develop new leaders and eliminate leadership competency gaps
- Establish clearly defined and dynamic career development plans – which can be linked to classes via learning management – leveraging competencies
- Create multiple development plans each with their own set of discrete activities and tasks, and easily view and manage them
- Enable employees to create role-based career plans that highlight gaps and suggestions for competency improvement
- Provide employees with more power and control over their career paths, and to pursue improvement at their own pace
- Seamlessly link to succession planning which enables development plans to be cascaded to talent pools to effectively manage the pipeline of key players



library. The library has links to tips, films, goals, readings, and classes which can be used in development plans. SumTotal also enables import of existing organizational competencies into its library.

A development plan can be created to help an employee improve in his or her current job position, or provide guidance for any future job position for which the employee is nominated or has interest. Users can also choose whether to judge their current assessed strengths against their current position or a future position. They can select between available existing assessments (e.g., performance, 360s, or pre-hire assessments) or perform a self-assessment. The availability of the existing assessments depends on which SumTotal solutions are currently deployed. Gaps between the current or future job position’s model and the employee’s competency ratings are revealed during this process. The final step is to select educational and training activities as goals to close the gaps. This capability is provided via a seamless connection to SumTotal’s Learning Management solution.

Cross-Functional Benefits

SumTotal uniquely provides native integrations from Career Development to other core talent processes in order to support a holistic, end-to-end talent management strategy.

- **360 Feedback:** Competency feedback from multisource reviews can be leveraged to suggest development activities
- **Learning Management:** Complete learning and training programs can be established to execute development plans
- **Performance Management:** Development goals can be added to an employee’s plan for achievement during the review period
- **Recruiting & Hiring:** Gaps revealed by pre-hire assessments can be leveraged to suggest development activities starting from the date-of-hire
- **Succession Planning:** Development activities for future roles can be established

“The SumTotal solution enables our overall HR strategy to closely link employee performance with the organization’s objectives, as well as connecting recruitment and development with strategic planning, and to create a consistent process across all divisions. This further enhances our credibility with investors by demonstrating that we deliver on our plans, driving shareholder value.”

Cyndie Streater, Head of Remunerations, Global HR Systems, and Business Processes, GKN plc

About SumTotal

SumTotal Systems, Inc. is the global leader in complete talent management software that enables organizations to more effectively drive business strategy. Recognized by industry analysts as the most comprehensive talent management solution, SumTotal provides full employee lifecycle management, including a core system of record, from a single provider for improved business intelligence. The company offers customers of all sizes and in all industries the most flexibility and choice with multiple purchase, configuration, and deployment options. We have increased the performance of the world’s largest organizations including Sony Electronics (NYSE: SNE), AstraZeneca (NYSE: AZN [ADR]; London: AZN), and Amway (KUL:AMWAY).

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