

# Skillsoft Certitude

## SIMPLIFY ARDUOUS WORKFLOWS

*Skillsoft Certitude helps certify communications, assess knowledge, and simplify policy, attestation, and disclosure management to improve business processes and reduce risk.*

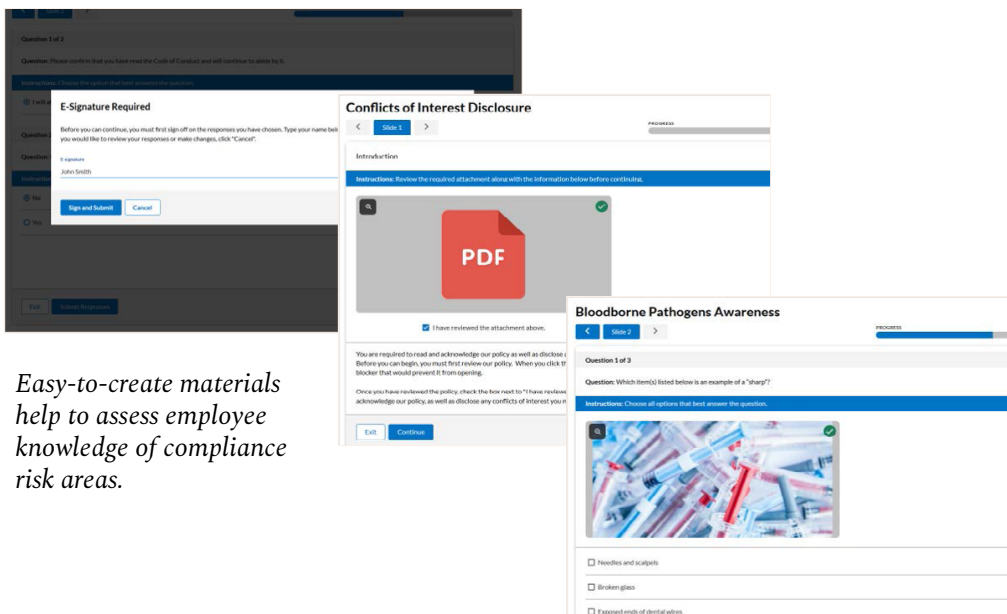
## CREATE A GOVERNANCE FRAMEWORK TO SUPPORT COMPLIANCE, SAFETY, AND BUSINESS INITIATIVES

Skillsoft Certitude enables organizations to manage, track, and distribute policies, standard operating procedures (SOPs), attestations, and disclosures – along with the ability to create custom questionnaires, checklists, surveys, assessments, and exams in more than 40 languages.

Certitude can help provide your organization with the tools necessary to support your compliance and safety initiatives.

### POLICY DOCUMENT DISTRIBUTION AND TRACKING

- Create, distribute, and manage corporate documents including policies, standard operating procedures (SOPs), and other communications globally across the enterprise
- Support global workforces and manage multiple versions of created documents in 40 languages



*Easy-to-create materials help to assess employee knowledge of compliance risk areas.*



### FEATURES

Electronic signature

Completion tracking

Variant answer tracking

Response-level reporting

Notifications

Fully customizable questions, answers, and feedback

Option for images in questions and answers, as well as branching questions

Supported in 40+ languages

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## EMPLOYEE ATTESTATION

- Capture electronic signatures to confirm employee acknowledgment of documentation or communication
- Track and manage the collection of responses, employee attestation, and any additional employee feedback

## EVALUATION TOOL

- Designate reviewers (i.e. supervisors) with commenting ability to optimize existing workplace safety checks and other regulatory requirements
- Create transparency around employee activities and information disclosures that may put an employee, as well as the organization, at risk
- Evaluate employee sentiment, knowledge, and understanding on a given risk topic for immediate visibility into sensitive areas, with the ability to adapt quickly and respond to emerging risks
- Gauge effectiveness of compliance training and employee understanding of expectations
- Supplement compliance training with a hands-on tool that guides employees on best practices (i.e. ergonomics work station checklist) or formalizes legal compliance processes (i.e. code of conduct or non-disclosure agreements)

## CUSTOM CONTENT CREATION TOOL

- Upload or link to documents, policies, or procures and create custom assessments and exams to evaluate learners' understanding of the information contained in the document
- Create multi-choice question and answer documents with limitless uses within an organization such as questionnaires, surveys, disclosures, checklists, assessments, and exams

## REPORTING CAPABILITIES

- Auditable tracking and reporting through Skillsoft Percipio Compliance or third-party Learning Management System (LMS)

### ENHANCE YOUR COMPLIANCE PROGRAM WITH A FLEXIBLE SOLUTION THAT FITS YOUR ORGANIZATION'S SPECIFIC NEEDS

As part of Skillsoft's Compliance Solutions, Certitude helps organizations strengthen their compliance programs by supporting and amplifying global compliance and safety initiatives and monitoring areas of possible risk.



## BENEFITS

Certifies communications and ensures policy awareness

Measures and supports knowledge retention

Simplifies the distribution of documents, policies, and SOPs and manages the collection of responses

Deploys materials aligned to global organizational initiatives or key risk areas

Offers a single, flexible tool able to support an organization's specific attestation and evaluation needs