



Human Resources Consultancy Services-2010

Objective of this Presentation

The management of human capital in the new economy is a challenge all business professionals face. Within this Presentation, entrepreneurs will develop an understanding of the diverse areas within the human resources management such as the analysis, planning, staffing, performance evaluation, compensation, training and development, labour relations and employee safety. In addition, entrepreneurs will develop an understanding of how cultural differences (not only organizational culture but also national culture [indigenous]) impact the organization .

Human Resource Definition

Human resources is a term used to describe the individuals who comprise the workforce of an organization, although it is also applied in labor economics to, for example, business sectors or even whole nations. Human resources is also the name of the function within an organization charged with the overall responsibility for implementing strategies and policies relating to the management of individuals (i.e. the human resources). This function title is often abbreviated to the initials 'HR'.

Human Resource Definition

- ❖ **What is human resources Planning?**
- ❖ There are many ways to define HR planning, or explain what it is, but the following definitions were found to be very relevant.
- ❖ HR planning links people management to the organization's mission, vision, goals and objectives, as well as its strategic plan and budgetary resources. A key goal of HR planning is to get the right number of people with the right skills, experience and competencies in the right jobs at the right time at the right cost.
- ❖ Note the emphasis on linkage to strategic planning and business planning in the first sentence, and the emphasis on the arrangement and alignment of staff and employees in the last sentence.



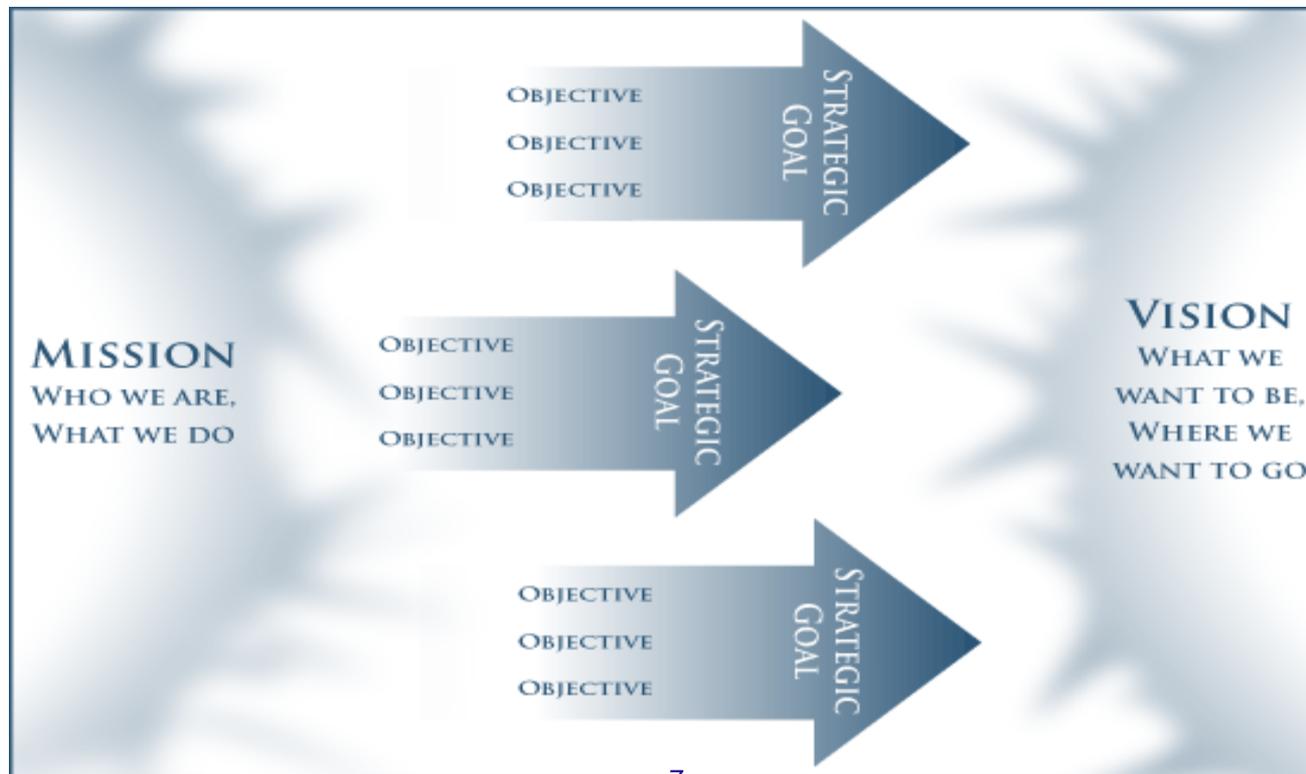
Establishing of Human Resources Department

- ✓ Business Mission, vision and Objective
- ✓ Company policies and procedures
- ✓ Human Resources Budget
- ✓ Writing Job Description
- ✓ Recruitment, Selection and Hiring
- ✓ Human Resources Software

- ✓ Organization Chart
- ✓ Authority Chart.
- ✓ Grading & Compensations
- ✓ Training and Developments
- ✓ Performance evaluation system
- ✓ Kingdom of Bahrain labor Law
- ✓ Encourage Employee Loyalty

Business Mission, vision and Objective

Defining your mission, vision and objectives from day one of any Business is very important and accordingly you can select the Human resource to achieve healthy business growth.



Company policies and procedures

HR policies vary considerably from one organization to another, depending on the age of the organization, its size, the nature of the workforce and the position, but here are the main policy areas:

- ✓ Employee Handbook
- ✓ Recruitment Policy and Procedures
- ✓ Administration Policy and Procedures
- ✓ Compensation Policy and Procedures
- ✓ Disciplinary Policy and Procedures
- ✓ Performance evaluation Policy and Procedures

Human Resource Budget

To work according to yearly budget in alliance with the company financial position and that covers:

- ✓ Manpower
- ✓ Payroll
- ✓ Staff benefits e.g. HRA, TRA, Air ticket, Health care ect
- ✓ General Expenditure e.g. office, computer ect

Human Resource Budget

Hidden costs to the company CTC

- ✓ MOH Medical contribution
- ✓ GOSI contribution
- ✓ LMRA Fees
- ✓ Leave Salary
- ✓ Indemnity

Budget Exercise



Writing Job Descriptions

There is no "ideal" format for job descriptions that will work in every situation. But most widely used formats contain the following five sections

JOB IDENTIFICATION

Job Title

Job Code

Department

Division

Immediate Supervisor (title).

JOB SUMMARY

job description format is known as the "job summary." It is a brief narrative picture of the job that highlights its general characteristics. The job summary should provide enough information to differentiate the major functions and activities of the job from those of other jobs.

Writing Job Description

JOB DUTIES

This section is common to all job description formats. It represents a summary of the duties and responsibilities associated with the job. The job duties section should encompass those duties related to major performance requirements. The information may be presented either in outline or paragraph form.

ACCOUNTABILITIES

Once job objectives have been made clear and responsibilities and duties have been defined, the incumbent is accountable to his or her superior for success or failure in accomplishing these objectives. The section on "accountabilities" not only describes the end results achieved when job duties are performed satisfactorily, but also mentions specific standards for measuring performance. It is therefore particularly useful when preparing for performance appraisal.

Writing Job Description

JOB SPECIFICATIONS

Job specifications describe the specific job requirements in terms of "compensable factors." This factor-by-factor breakdown of the job also gives enough supporting data to select a particular level or degree for each factor. During job evaluation, a point score is assigned and a wage rate or salary level is set accordingly.

Because the job specification is used chiefly as the basis for rating jobs in the job evaluation process, the factors selected depend upon what the company has designated as "compensable factors" for all the jobs in the organization.

The most important thing to remember is that all job descriptions within an organization should follow the same format. Those individuals responsible for writing them should receive similar instructions and follow the same guidelines so that valid comparisons can be made among jobs.

Recruitment, Selection and Hiring

Recruitment is the process of identifying the organization needs to employ someone. This consists of a processes involved in making sure that job holders have the right skills, knowledge and attitudes required to help the organization to achieve its objectives. Recruiting individuals to fill particular posts within a business can be done either internally by recruitment within the firm, or externally by recruiting people from outside.

Where to find Job seeker

News papers Advertisements

Recruitments agencies

University and Colleges/Career Fairs

Referral (Network)

Recruitments websites

Headhunting



Recruitment, Selection and Hiring

A sample selection plan

Application screen

Official document review

Interviews

Skill tests

Reference checks

Interview Exercise



Hiring

Once a decision has been made to make an offer of employment, the following procedures should be followed:

Prepare an offer of employment including the position title and level, job description, salary, benefits, starting date, probationary period, the length of the employment agreement, and any other conditions of employment.

By signing the offer, the new employee indicates his or her acceptance of the position according to the conditions stated in the offer.

These papers must be retained in the employee's personnel file and a copy provided to the employee.

Employee Contract

Employment in any company has to be done only after following certain guidelines and one of the main rules in appointing an employee will be to obtain his or her consent to an employment contract.

The basic requirements for an employment contracts

Employer and employee name

Employee information (CPR No. Passport No. Address etc

Date of Join

Position and Title

Place of work

Salary and Benefits

Working Hours

Proration period

Leave entitlement

End of Contract

Signature of employer & employee

Human Resources Software

To build solid data base that companies can use to strength and facilitate its decision process :

- ✓ Cover all the employees requirements data reports
- ✓ Monitoring employees expiry documents such as visa, CPR, Passports ect
- ✓ Ensuring the confidentiality of the employees information
- ✓ Payroll
- ✓ Cost/benefit analysis

Personal Details:

Employee ID:

Surname:

Forename:

Other Names:

Known As:

Title:

DOB/Age: 29 years 0 months

Male Female

Personal Details:

NI Number:

Marital Status:

Dependants:

Nationality:

Ethnic Origin:

Religion:

Home Status:

Disabled

Contact Details:

Date	Contact Type	Main	Address	Telephone
11/02/2008	Home	Yes	37 Shelbourne Lane, London, SW2 1CC	0207 0213

Add... Update... Delete

Employee Details

 Julie Ainsworth
Reports to:

Status: Full Time
 Post: Sales
 Dept: Sales
 Loc: London
 Service: 0 years 3 months

Attendance Summary

31
15
0

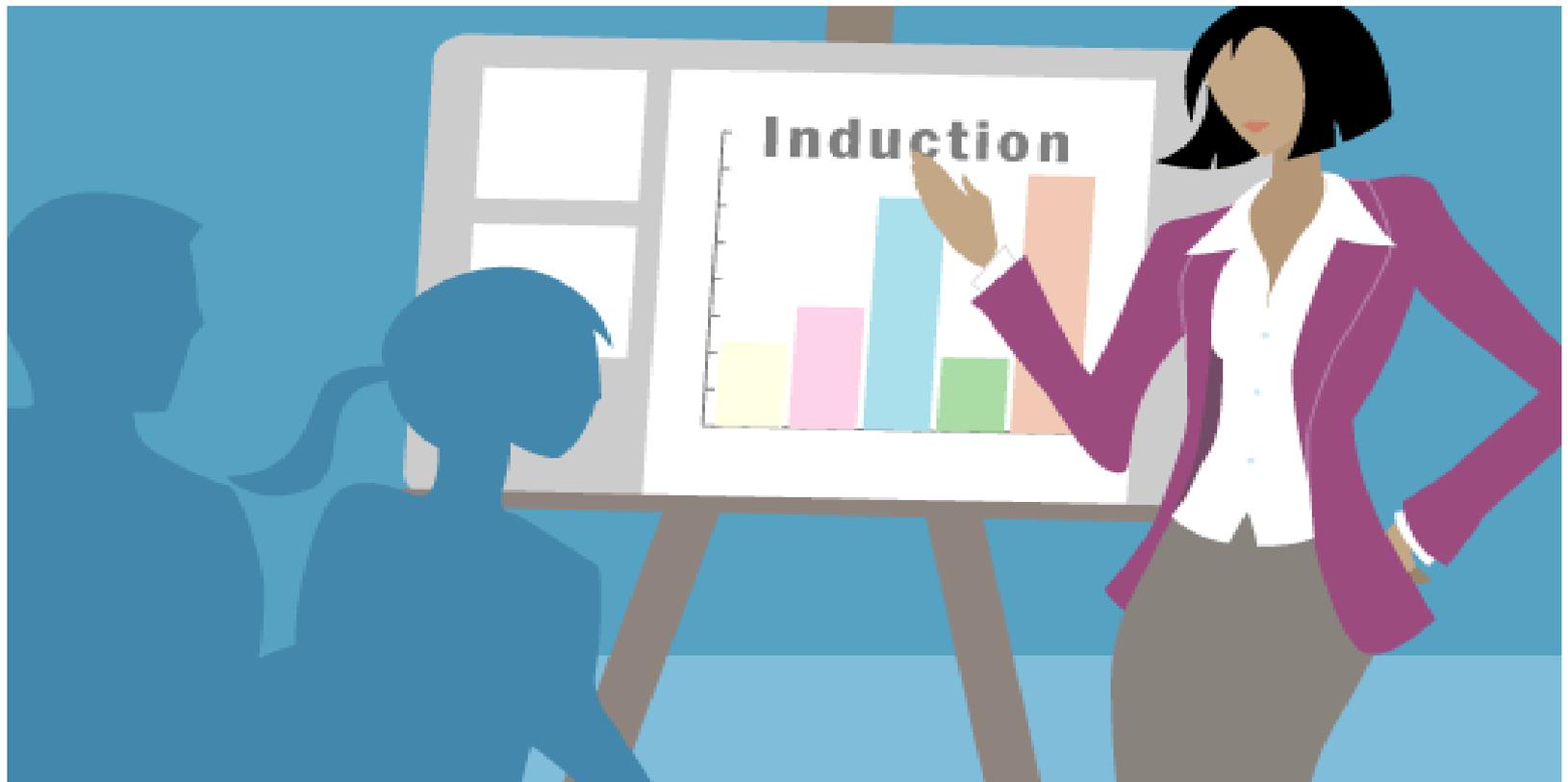
Apr May Jun

Absent: 0.00
 Holiday: 10.00 of 25.00

Book Holiday Record Absence
 Attendance Record Holiday Card

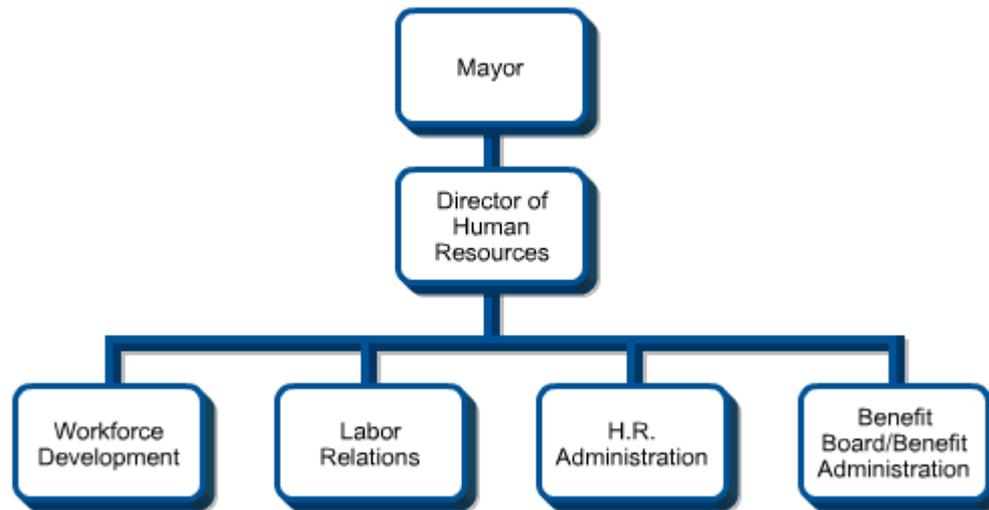
Induction Programme

Induction programmes are designed to enable employees to settle into the organization quickly and perform at their best.



Organization Chart

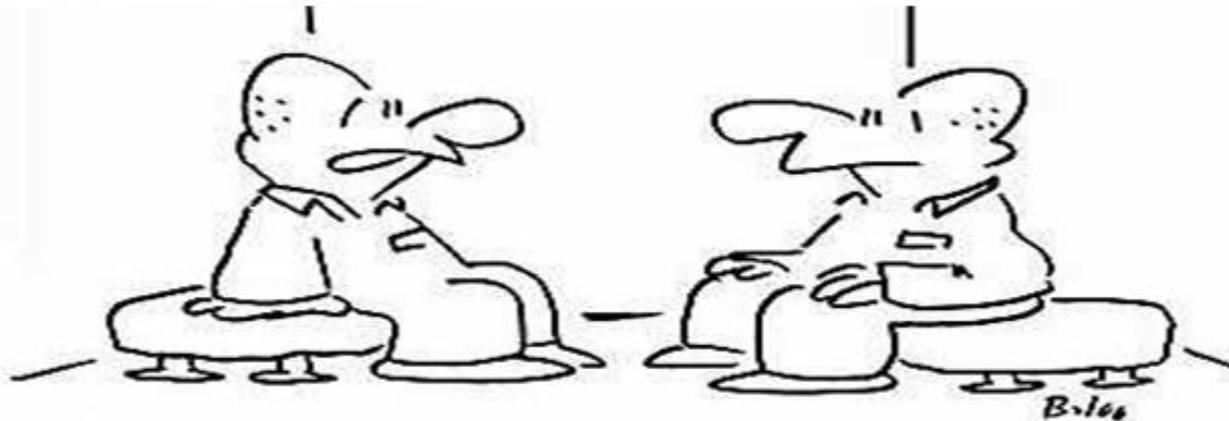
Its the best way to visualize and understand your workforce.



How to design diagram of organization Chart?

Authority Chart

A diagram showing the hierarchical lines of authority and reporting line within each department /division



"One thing about questioning authority — you're always sure of getting an *answer!*"

Grading and Compensation

Ensuring that you are competitive in this area which is critical to your businesses success and your ability to retain competent employees

Category	Position	%	Nationality	Grade	Steps	Mobile	HRA	Trans	Family	Health Insurance	Fuel	Family Tick	Family Medical	OT
Executive	CEO	%10	Expat	G14		100	800	600	Applicable	Applicable	100	Applicable	Applicable	N/a
	Group General Manager	%10	Expat	G13		100	600	600	Applicable	Applicable	100	Applicable	Applicable	N/a
	A General Manager	%10	Expat	G12		50	300	300	Applicable	Applicable	60	Applicable	Applicable	N/a
	Manager	%10	Expat	G11		40	250	165	Applicable	Applicable	40	Applicable	Applicable	N/a

Professional	Assitant Manager	%10	Expat	G10		30	200	165	N/a	N/a	40	N/a	N/a	N/a
	Officers	%10	Expat	G9		30	75	165	N/a	N/a	40	N/a	N/a	N/a
	Sinor Clerk	%10	Expat	G8		20	75	150	N/a	N/a	30	N/a	N/a	N/a
	Clerk	%10	Expat	G7		10	50	N/a						

Skilled	Technicians	%7	Expat	G6		10	15	N/a	N/a	N/a	N/a	N/a	N/a	Applicable
	Heavy Drivers	%5	Expat	G5		5	15	N/a	N/a	N/a	N/a	N/a	N/a	Applicable
	Operator	%5	Expat	G4		5	15	N/a	N/a	N/a	N/a	N/a	N/a	Applicable
	Light Driver	%5	Expat	G3		5	15	N/a	N/a	N/a	N/a	N/a	N/a	Applicable
	Skilled Helper	%3	Expat	G2		5	15	N/a	N/a	N/a	N/a	N/a	N/a	Applicable

How to prepare Grading and employee binifite?

Performance evaluation system

In choosing an appraisal system, HR professionals should consider their own organization's needs for performance appraisal. Key considerations are (1) whom the company should evaluate, and (2) what criteria should be used to evaluate.

It is a critical part of any successful company. Employee reviews hold employees accountable for their performance and keep managers abreast of employee needs and satisfaction levels.

Career Development Program

Training and Developments

Training & Development function is to achieve the company mission, vision and its objectives

What are the key organisational goals / objectives?

What skills does the organisation need to have in the future?

What skills and competencies are required to meet the business objectives?

Training Needs Analysis

What courses are available to close training gaps?

How are we going to know we have successfully closed training gaps

What are current capabilities of employees?

Formulate company and individual training plans



Kingdom of Bahrain labour Law

The Labour Law for the Private Sector, 1976 Promulgated by AMIRI DECREE
LAW NO. 23 OF 1976

Highlights on Labour law.

Encourage Employee Loyalty

Regardless of whether you run a small business with a handful of employees, or a corporation that employs thousands, one of your greatest assets will be the loyalty and devotion of your employees. However, employee loyalty is not something that will endure unless there are some specific efforts made to keep it alive and thriving. Here are a few ideas on how you can inspire and grow employee loyalty in your company.

Extend respect to each and every person in your organization

Communication is important to build the relationship

Acknowledging employee loyalty in several manners

When circumstances allow, reward people for a job well done

Never forget that an increase in employee benefits can help to inspire employee loyalty

“Thank You!”

We look forward to hearing from you