

HR System for Start Up Businesses and SMEs



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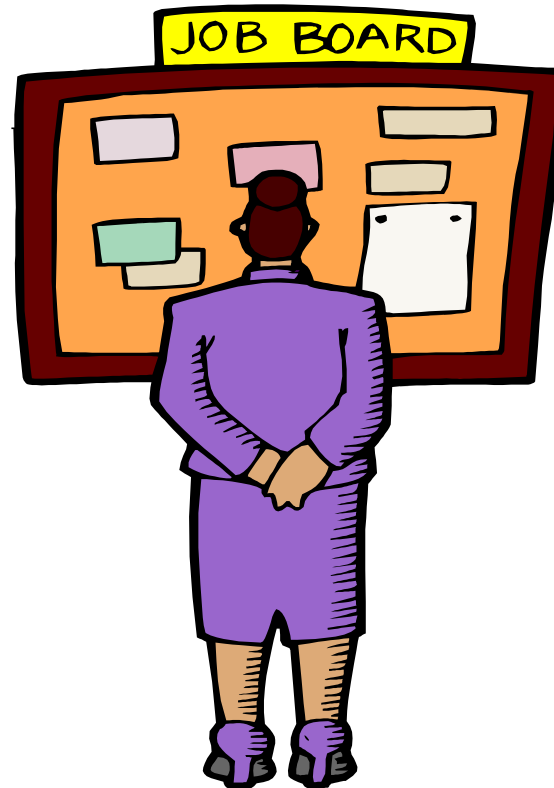
Presentation Focus

- To provide basic awareness of human resource system, its processes and procedures and its impact on your business



Your Definition of Human Resources

- What does it mean to you?
- What it involves?



HR System: Where to Start?

- People
- Relationship
- Trust



Human Resources

Where it begins and What is it Now?



Stages of HR Profession Development

- Personnel Affairs
- Personnel Administration
- Human Resource Management
- Human Capital Management



What does each means to you as Business Owner or Entrepreneur?



Your Business & HR

- You can run the business without proper HR system

But

- Why not having a proper HR system that can contribute to your productivity, effectiveness and efficiency



Your Business & HR System It is your Choice!

**Personnel Affairs
Personnel Administration**

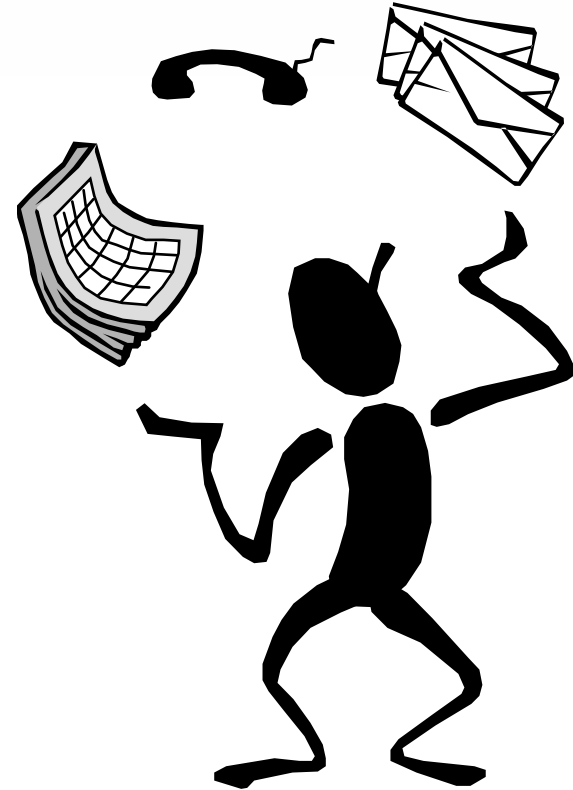
**Human Resource
Management**

Human Capital Management



Assessing HR Potential “People”: Knowledge, Skills & Competence: HR Audit

- You and Your Partner
- Your Staff
- Your Leader

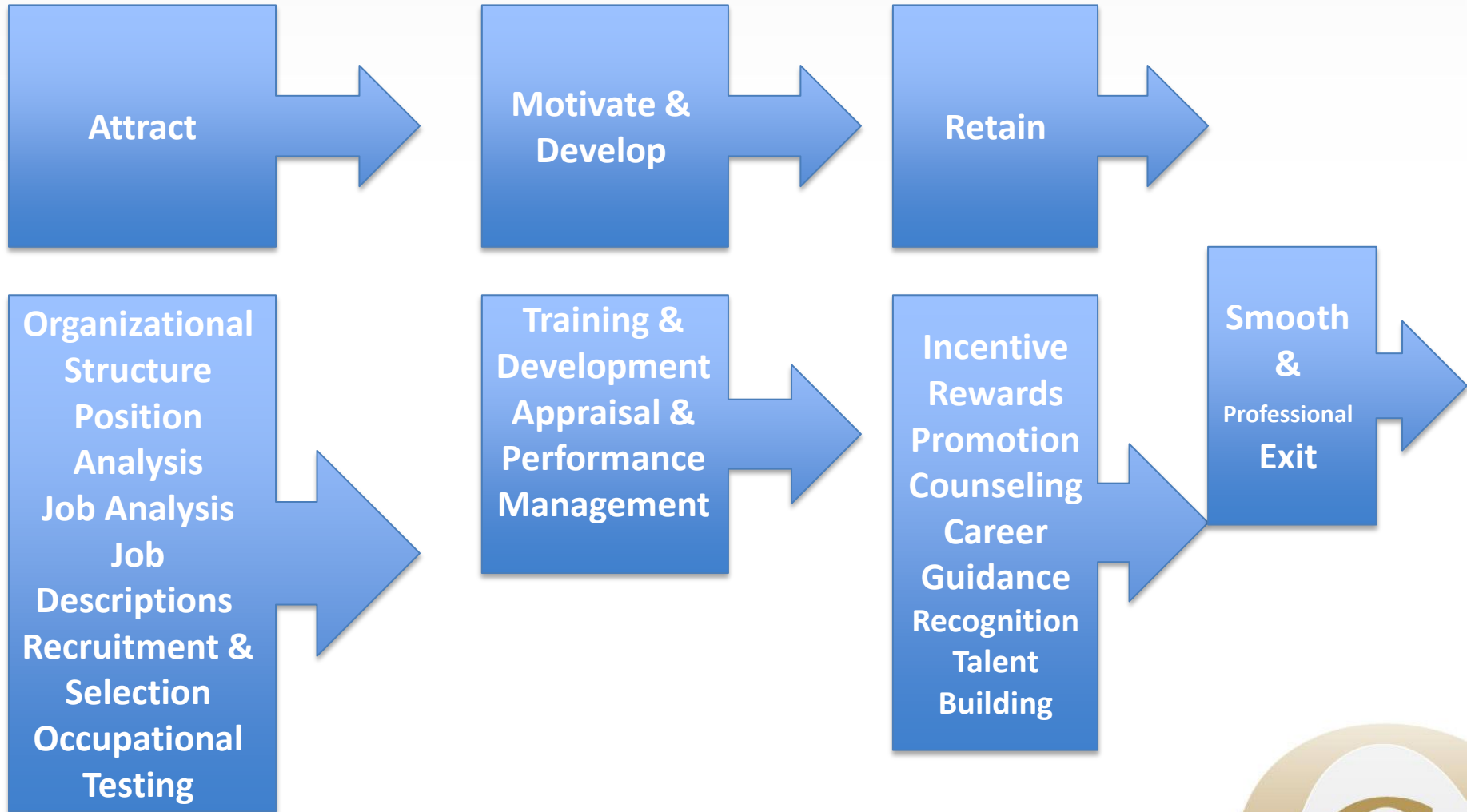


Assessing HR Potential of your Business: What do you have? HR Audit

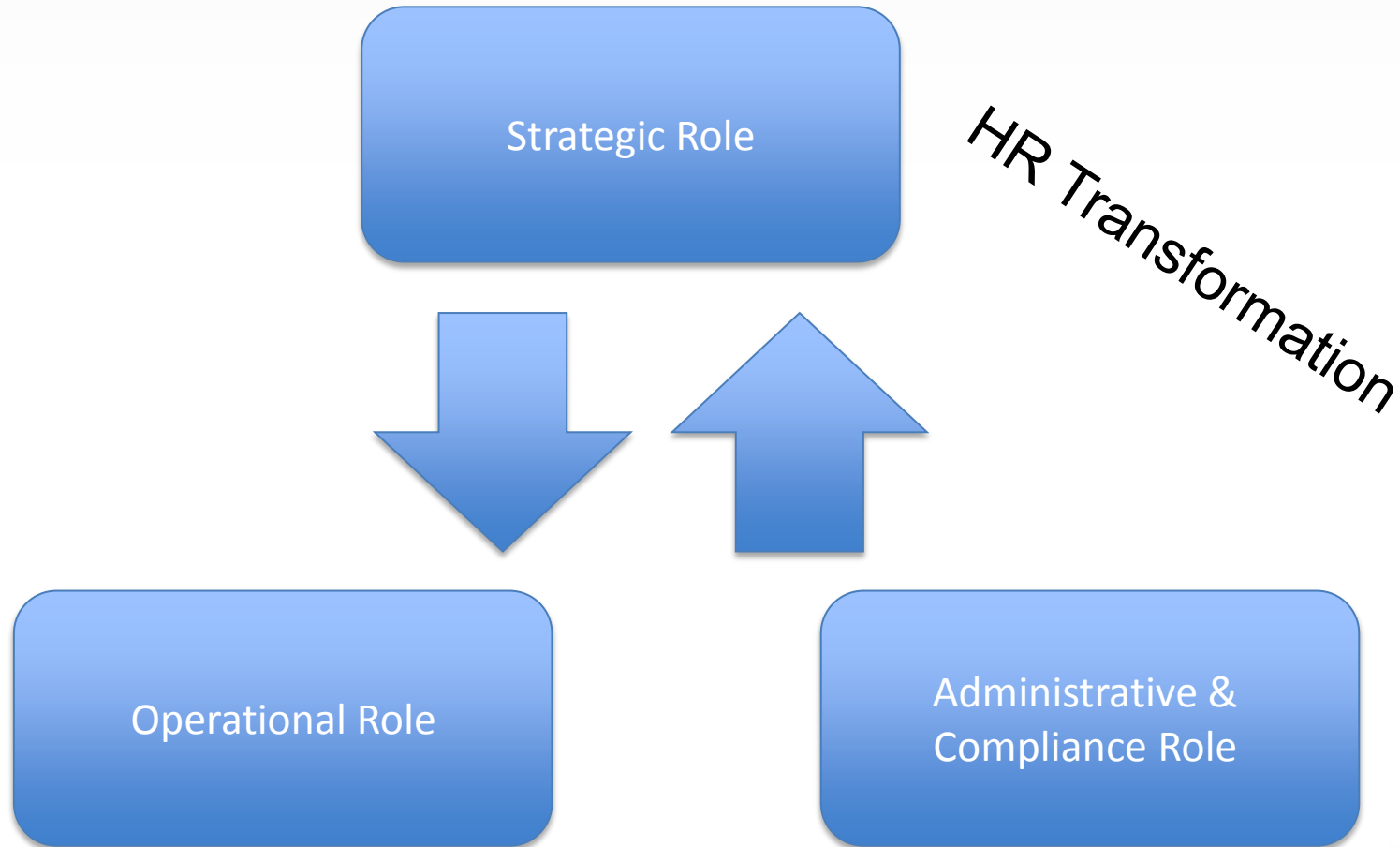
- **Structure**
- **Processes**
- **Policies & Procedures**
- **Rules & Regulations**



Human Resource System



HR Roles



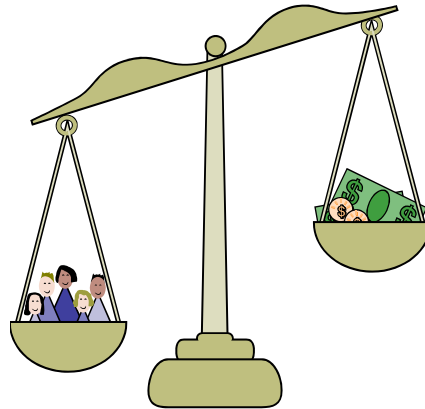
Operational Roles

- **Recruitment & Selection**
- **Administration: Payroll, Leave, GOSI, LMRA, legal issues, compliance, etc**
- **Training and Development**
- **Health & Safety**

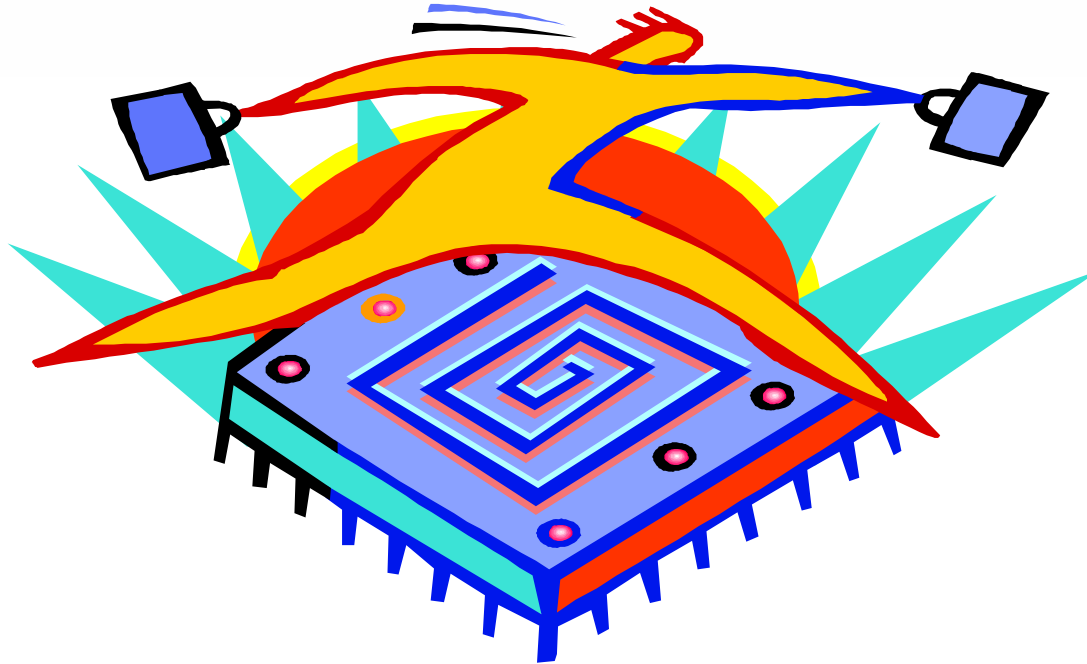


Administrative & Compliance Roles

- Fairness
- Equality
- Respect



Strategic Role



Have it All

HR's Strategic Roles

- Be part of the firm's strategic planning executive team.
- Identify the human issues that are vital to business strategy
- Assist in establishing and executing strategy.
- Provide alternative insights.
- Are centrally involved in creating responsive and market-driven organizations.
- Conceptualize and execute organizational change.



What make you and/or your HR People Successful: HR Competencies

1. Business Knowledge
2. Strategic Contribution
3. HR Technology: e-HR
4. HR Delivery
5. Personal Credibility



HR Transformation and its effect on your Business: Human Capital Management

- it is the ability to demonstrate cost management and strategic thinking in the critical human resources area.
- It is assessing the implications of human capital on the delivery of cost-effective service now and in the future.



Questions to Challenge Your Thinking

- Do you know the total human capital expense as a percent of revenue or income?
- Can you likewise divide the labor expense into smaller components such as salary, GOSI, LMRA, health and welfare and retirement expenses so that you can track the trends in cost as well as percentage of revenue or income?



Questions to Challenge Your Thinking

- Do you work with sales and operations to forecast needs based on expected business additions so you can provide cost-effective manpower plans and actions in support of the business?
- Do your manpower plans meet the expected growth or organizational changes anticipated by the company?
- Do development/training plans take into account growth, organizational change and compliance? In the ever-changing human resources world, compliance issues are critical.

Questions to Challenge Your Thinking

- Do you know what the company budgets and forecasts are for the future? Can you translate that in human capital terms and needs to support and plan for the corporate strategic objectives?
- Is data readily available from human resources that is current, accurate and user-friendly?
- Are you reporting regularly on costs that demonstrate value being added to the organization?

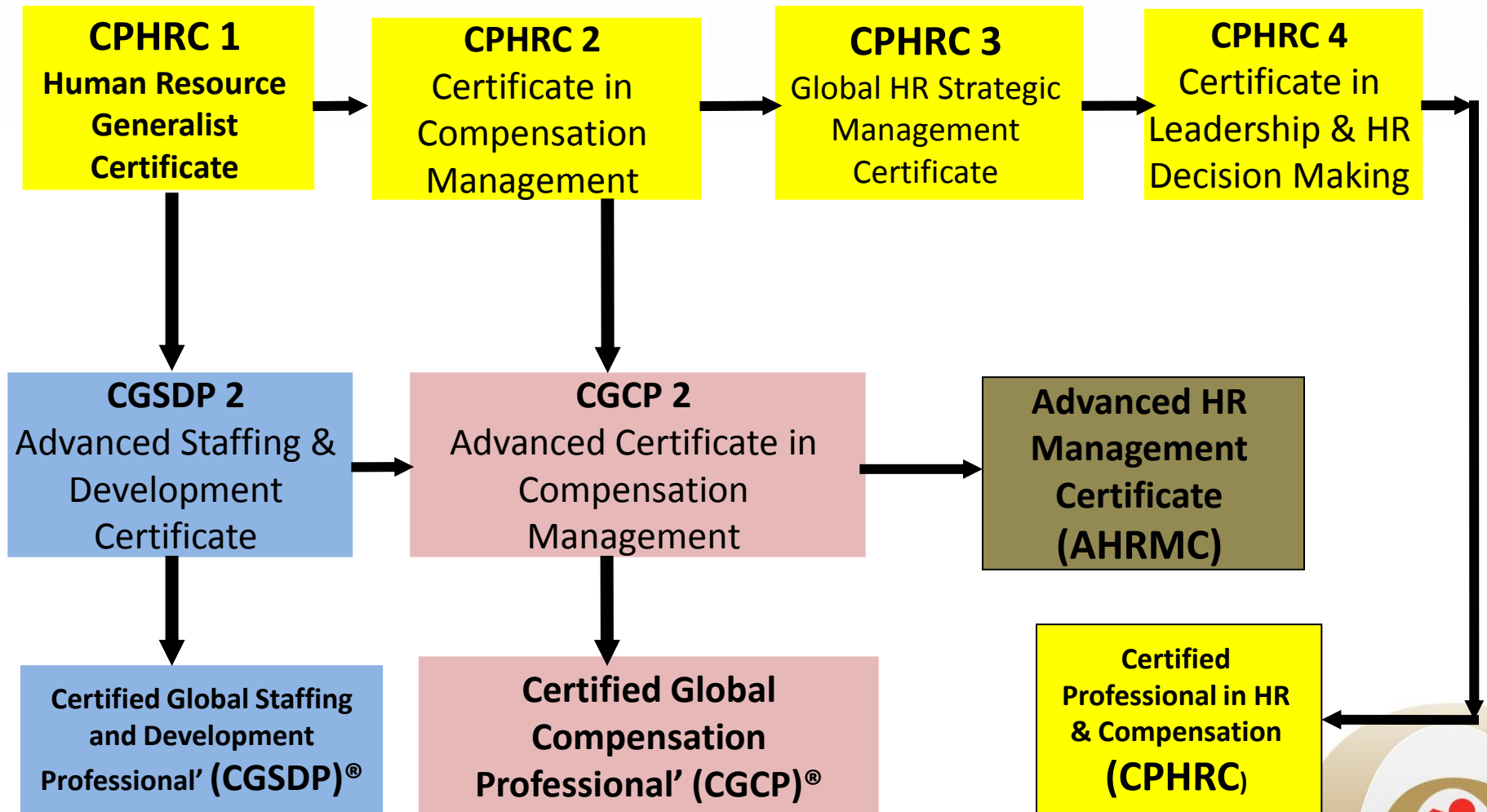


HR Certification: The Rationale

- Vital for your knowledge of people who are running the business and know how of attracting, motivating & developing and retaining them
- Vital for your professional recognition
- Vital for career advancement
- Vital for self- esteem



CPHRC-CGCP-CGSDP-AHRMC



Building Your Business Capabilities: Know & Deliver

- Seek assistance to establish HR function within your business
- If not establish, seek assistance to do HR Audit and upgrade the level of your HR to the international standard of best practice
- Consult Tamkeen for “Istishara Scheme” on Organization and HRD



Group Activity

- Mohamed thought of establishing his own business, a small restaurant.
- please discuss and identify the human resources requirements for such small business



Build or Re-engineer Your HR for Better Future

Thank you

