

Our Services



Handpick your own HR Solutions



Effective Management Consultants

TOTAL HR SOLUTIONS UNDER ONE ROOF

27/859, Amarjyoti CHS Ltd, Tagore Nagar, Vikhroli (East), MUMBAI 400083 (India)

Tel: +91-22-2573 1763 / 9969719363 / 9405774062

e-mail: info@myhrconsultants.com web: www.myhrconsultants.com



Talent acquisition support (Recruiting the right candidate)

We are specialized in talent acquisition services in India. The micro activities include the following.

- [Drafting Job Descriptions](#) with SMART KRA (Key Result Area) – KPI (Key Performance Indicator)
- [Searching](#) for best suitable candidates throughout Indian Territory
- [Interviewing](#) and short-listing the candidates (non technical interviews).
- Arranging candidate's [interviews with client](#) (Personal, Skype, VSee, Telephonic)
- [Administrative support](#) for overseas clients (booking hotel accommodation for personal interviews in India, passport, medical, travel arrangements, attestation of certificates etc) on need basis.
- [Reference Check](#)
- Post employment [background check](#) (Verification of Education, Experience, Address, Police Records, Court Records etc).



Learning Solutions (Training & Development)

We train the people to perform on their jobs in a better way to add more value to the business of the organization. Our training sessions are full of joyful activities, where people love to learn with us.

The micro activities include the following.

- Preparation of [Induction Training Manuals](#) (including documented as well as audio-visual presentations)
- [Training Need Analysis](#)
- [Content Development](#)
- [Delivery](#)
- Training [Effectiveness evaluation](#)

Our Flagship Training Modules:

- Effective Individual Performance
- Customer Orientation – A Factor Affecting Your Bottom Line
- Let the Success Follow You – For Always!
- Grooming and Business Etiquette – A Master Key to Your Success
- Kaizen – A Japanese Way of Life
- Five-S
- Leadership Skills (For Middle and Top Management)
- Everything, The Supervisor Should Know (For Lower Management)
- Negotiation Skills
- Communicate Effectively to Grab the Results
- Time Management
- Power Presentation – The Winner's Instrument
- Experience the Power of Positive Thinking
- How to Manage Your Stress
- Business Process Reengineering – The New ERA Technique for improvement
- JOY – Deep your day into it and enjoy the new breeze of life
- Innovation and Creativity – The Need of Time
- Change Management – Change or Get Change
- MOTIVATION – The Basic Principle of Human Dynamics
- Body Language – An Instrument To Read The People

Besides these 'Off-The Shelf' modules, we also create customized modules to address specific requirements of the clients.





Establishing Scientific Performance Management System (PMS)

We help the organizations to establish their own Performance Management System. The micro activities include the following.

- Define SMART **KRA-KPI**
- Carry out **Competency Mapping** exercise (to find out skill gaps).
- Understand Training Needs with reference to **KRA-KPI, Targets** and impart necessary training.
- Establish Periodic **Review** Mechanism and take CA-PA (MRM)
- Do **PDCA** and ensure the measurement of individual performance
- **Provide scientific data** to the Top Management for decision making (increment, promotions, transfers, job enlargement, job enrichment or otherwise).



Drafting HR Policy, Rules and Regulations

We Customize the Standard HR Policies, Rules & Regulations (including SOPs) to suit the specific culture of the organizations. Some Sample Policies include

- Drafting Vision-Mission-Goal Statements for the organization.
- Preparing Organization Structures
- Recruitment and Confirmation Policy
- Training & Development Policy
- Travel Policy
- Performance Management System
- Employee Benefits Policy
- Attendance and Leave Policy
- Compensation Policy
- Employee Communication
- Employee Welfare Policy
- Security Policy
- Visitors Policy
- Industrial Safety Policy
- Any other policy according to the client needs.



Business Process Reengineering

We undertake the following –

- **Studying and plotting process maps** for the existing practices
- Brain storm / Discuss with the concerned and **suggest improvements** focusing at the following benefits
 - **Cost Reduction**
 - **Optimum utilization of manpower**
 - **Improved speed of the process**
 - **Wastage reduction**
 - **Increased savings**
 - Documented **SOPs** and **Flow Charts** with earmarked individual responsibilities
 - Better **decision making / delegation of authority**
 - Earmarked **responsibility**.



Business Process Outsourcing

We undertake your supporting functions to enable you focusing on your core business activities to maximise your business performance. This includes Total HR Outsourcing also.



We provide



**Customized Total HR Solutions under One Roof
To Suit Your Specific Needs**



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