

SRGB Human Resources Management Support Services

+ Recruitment and Selection

- 👉 Conducting Job Analysis
- 👉 Preparing Human Job Analysis & Personal Profile Analysis using THOMAS
- 👉 Preparing Job Descriptions linking to HAY Chart
- 👉 Developing job competency model
- 👉 Conducting Occupational Testing
- 👉 Generating psychometric profile of employees, candidates using OPQ
- 👉 Conducting Competency based Interview
- 👉 Undertaking employee/candidate Assessment Centre

+ Training and Development

- 👉 Preparing Training Road Map linking to job competencies
- 👉 Conducting employee training gap analysis
- 👉 Outdoor Experiential Team Building Exercises

+ Rewarding Performance

- 👉 Conducting Job Evaluation using Hay Method
- 👉 Undertaking salary survey and salary re-structuring
- 👉 Installing computer aided Payroll System

+ Recognizing and Retaining Talents

- 👉 Conducting Career Independence exercise for employees
- 👉 Implementing 'Shoot the Stars' program
- 👉 Conducting Succession Planning
- 👉 Introducing Mentoring and Coaching

+ Employee Communication

- 👉 Preparing Employee Handbook, Welcome Pack
- 👉 Installing Competency based Performance Appraisal
- 👉 Undertaking 360 Degree Assessment
- 👉 Conducting Employee Climate Survey & Focus Group Interview
- 👉 Installing 'Employee Online Program'
- 👉 Introducing 'Management Tool Kits'

Outline of the Support

Job Competency Model

Each job demands certain competencies from the employees engaged in the job. Using accredited method, we will identify job competencies and develop job competency model.

Occupational Testing

Using this globally tested tool, we can extend support in your decision making process to select people for recruitment, promotion and transfer.

Occupational Personality Questionnaire (OPQ) and Personal Profile Analysis (PPA)

Using empirically tried and tested globally recognized tool, we are equipped to provide you assistance to know **psychometric profile** of candidates for recruitment, transfer, promotion and career counseling purposes.

Competency Based Interview

Based on our hands-on-experience, we can assist you in interviewing candidates for recruitment leading to structured people selection process.

Assessment Centre

Using this sophisticated process for rating candidates' performance against a set of competencies and to ensure that each candidate is given equal opportunity to demonstrate ability across a range of standard situation, your bank will be able to use it for various selection purposes.

Job Evaluation using HAY Method

In order to assess and align compensation, SRGB can evaluate, determine and rank relative size and importance of jobs of your organization.

Salary Survey and Salary Restructuring

In this competitive age, if you intend to position your company as a preferred employer, which maintains both internal and external pay equity, think of our support. We will undertake salary survey and will help you to align compensation package.

Human Resources Information System (HRIS)

If you are looking for a computer aided and tailor-made Human Resources Information System for your organization, avail our support. Have a *paperless* HR Department.

Career Independence Exercise

If you need to encourage your people to take more control of their own development and aspire to promote 'Career Independence Concept'– call us. We will help your team members to be prepared to seek out opportunity within organization and they will take their self-development ownership.

Employee Climate Survey

To understand your employees' views about organization as a whole and management practices, we can conduct company wide impartial employee survey that will help you to feel the pulse of the employees and install employee focused HR practices.

Managing Performance Appraisal

If you intend to take out the emotion while discussing employees' periodic performance and introduce more transparent and quantifiable process, consider our support in installing competency based assessment system, 360-degree assessment.

Producing Employee Handbook, Welcome Pack

While you are pondering to disseminate information to your employees containing basics of his/her job, ask us to develop this information tools.

Experiential Outdoor Teambuilding Exercise

Learning is most effective when it involves active participation. In this outdoor based program, SRGB introduces leading edge experiential learning techniques to accelerate individual, team and organizational development by building high performance team and leaders with vision.

For any enquiries or further details, please call us.



**Centre For Research &
Management Consulting
SRG Bangladesh Limited**

House 12, Road 2A (Chairmanbari), Banani, Dhaka 1213, Bangladesh * PO Box 7092, Dilkusha, Dhaka 1000, Bangladesh
Tel: +88 02 9851853, 9852805, 9871927, 9871059, 9870915, 9870861 Fax: +880 2 9871436, eFax: +1 484 303 7583
E-mail: srgb@btcl.net.bd, srgbangladesh@gmail.com Web Address: <http://www.srgb.org>