

A background image showing a business meeting. Two people in suits are seated at a white table. One person is holding a tablet, and the other is pointing at it with a pen. On the table, there is a glass of water with ice cubes and some papers with colorful bar charts. The scene is brightly lit, suggesting a window in the background.

HR Consulting Services

HR Process Framework Development

handover

Efficiency ... from Hire to Retire

Handover Consulting ...

“Handover Consulting was initiated to partner with companies across the Middle East and provide them with unique and competitive consulting solutions to address their Recruitment and Human Resources challenges. Our team of specialists has been engaged with a number of multinational, regional , and local establishments and accordingly bring along solid operational and consulting capabilities in their areas of expertise.

Our vision for Handover Consulting is to become one of the leading and trusted consulting partners in Recruitment and Human Resources serving small, medium, and enterprise firms across the Middle East.

We would be honored to have the opportunity to be part of your successful future and for you to be part of our successful stories. We would love to provide you with more details on our services.

Please do not hesitate to contact us for further details or enquiries.”

Ali S. AlJa'bari
Founder and CEO



HR Process Framework Development ...

- HR Process Framework Development is one of the core HR Consulting Services that we specialize in and through which we build for our clients a comprehensive and integrated framework to manage and control HR operations.
- Our HR Consultants are highly experienced in the development of HR Process Frameworks for clients across the Middle East and within various business sectors.

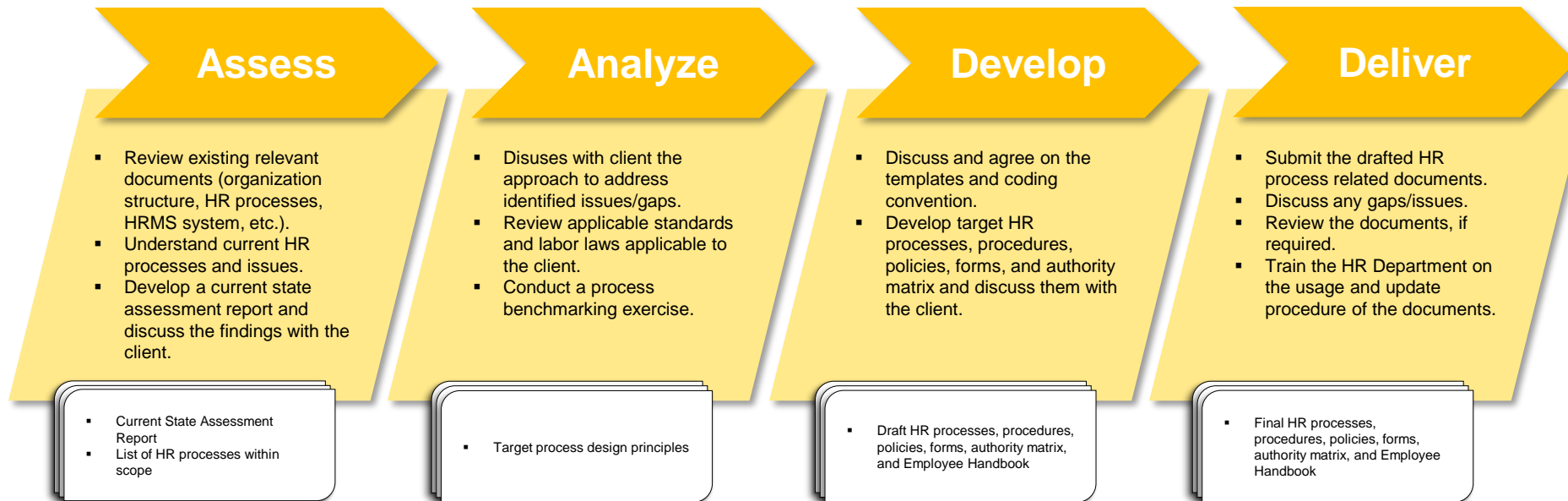
Handover Consulting – HR Process Framework Development

| | |
|---------------------------|---|
| Project Complexity | We are experienced in developing HR Process Frameworks for various types of companies (e.g. start-up companies, shared services operating models, individual subsidiaries or across a group of companies, etc.) covering all HR processes or addressing specific processes, as desired by the client. |
| Project Scope | As part of HR Process Framework Development projects, we typically design and develop HR processes, policies, procedures, HR forms/templates, HR Authority Matrix, and Employee Handbook. |
| Labor Laws | We are experienced in the Labor Laws of various countries in the Middle East and in aligning HR policies to the applicable laws and regulations. |
| Experience | Our HR Consultants have developed HR Process Frameworks for clients across the Middle East and within various business sectors. |



We use a solid and transparent approach to deliver effective and quality HR Process Framework projects to our clients ...

- Our experienced HR Consultants have carefully designed the below approach to deliver all HR Process Framework Development projects consistently and effectively:



We understand the challenges associated with the development of HR policies and procedures and accordingly are able to support clients to overcome them effectively ...

- Based on our experience, below is a list of the key challenges faced by companies with relation to HR processes, policies, and procedures. We have listed against each of these challenges our value proposition which we offer to all our clients.

| Key Issues | Indications | Value Proposition |
|----------------------------|---|---|
| Lack of Integration | <ul style="list-style-type: none"> The interrelationship between HR processes and policies is not reflected on the relevant documents and process flowcharts. The process and procedure responsibilities of HR personnel are not matching with the ones reflected in the job descriptions of HR positions. HR processes and procedures documents were not updated after the implementation of new HR systems (HRMS/ERP) to reflect new automated processes. The job titles reflected on the HR policies and procedures do not match with the organization structure. HR policies are not compliant with the latest labor law articles. | <p>We provide clients with an integrated HR Process Framework that considers all of the following:</p> <ul style="list-style-type: none"> Organization Structure Job Descriptions HRMS/ERP system Applicable labor laws and standards |
| Lack of Consistency | <ul style="list-style-type: none"> Different writing style used for different policies and procedures. Different coding system or templates being used for different HR policies and procedures documents or different than other departments. Some policies and procedures are written in a language different than the others. | <ul style="list-style-type: none"> We agree with the client on the preferred writing style when developing HR policies and procedures and follow the same consistently. We understand the client's existing policy templates and coding system and comply with them or create them for the client if they don't exist. We develop all policies and procedures in the English language. |



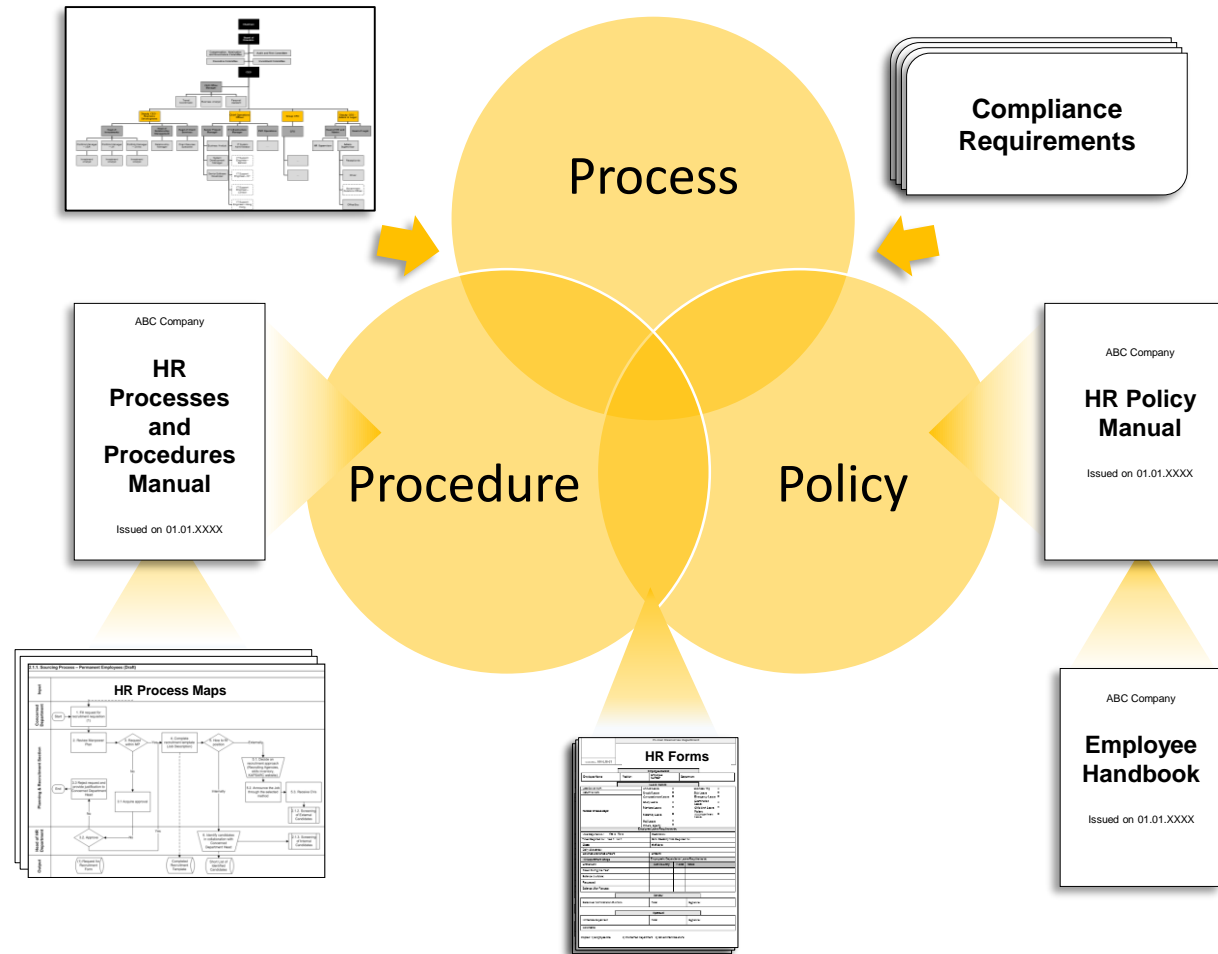
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| Key Issues | Indications | Value Proposition |
|--|--|---|
| Absence of key processes and gaps in existing processes | <ul style="list-style-type: none"> No authority matrix is in place, resulting in having the same process approved by different positions each time the process is executed or having people approve processes without authority. In companies that has offices in other countries, the HR policies were developed based on the labor law articles of the head office location without considering the labor law compliance requirements of the other countries. Key HR processes are not implemented by the company (e.g. Succession Planning, Promotions, Merit Increases, Manpower Planning, etc.). Having some HR processes being executed on ad hoc basis without documentation, each time the process is executed it is done differently each time. | <p>We provide clients with a comprehensive HR Process Framework that considers all of the following:</p> <ul style="list-style-type: none"> Operating model of the company and HR Department (e.g. centralized, decentralized, shared services, etc.) All applicable labor laws in other countries HR process's best practices Authority matrix Ad hoc processes and existing gaps |
| Absence of Proper Communication | <ul style="list-style-type: none"> New and existing employees are unaware of the HR policies and procedures in the company and do not understand their entitlements. No proper induction of HR policies and procedures is provided to new joiners. New or updated processes are not properly communicated to employees. | <ul style="list-style-type: none"> We develop an Employee Handbook for clients to allow employees to understand HR policies and procedures. We ensure that an induction process is in place as part of the employee's on-boarding process. We train clients on proper communication practices for new and updated policies and processes. |



We are highly experienced in delivering successful HR Process Framework Development projects and in providing clients with integrated outcomes ...



A person in a dark blue suit and tie is shown from the chest down. They are holding a white cup in their left hand and a black smartphone in their right hand. The background is a blurred office setting.

Contact us now

We would love to provide you with more details on our services. Please do not hesitate to contact us for further details or enquiries.

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