

# XAGE Consultancy

organisational & people development



xage  
hr consultancy



### People Development

- ☒ Assessment Centres.
- ☒ Development Centres.
- ☒ Corporate Training.
- ☒ Coaching.
- ☒ Team Building.

## Professional Human Resource Management consultancy

XAGE Consultancy is an international Human Resource Management Consulting Company that assists organisations to meet their HR challenges by developing and implementing actionable solutions.

XAGE Consultancy works with organisations to achieve success through their people. We can help you retain, develop and motivate effective employees through developing cost-effective, professional HR practices. XAGE Consultancy emphasises taking a tailor-made approach to ensure that solutions truly meet the client's needs. We create value by understanding precisely the client's situation and applying best practice in a local context.

XAGE Consultancy undertakes to meet the growing demand from multinational and large domestic companies for quality consulting services. XAGE Consultancy achieves this by bringing together its people's extensive international experience and working knowledge of South East Asian business.

### Organisational Development

- ☒ HRM Systems Design and Implementation.
- ☒ HRM Audits.
- ☒ HR Strategy Development.
- ☒ Job Analysis and Design.
- ☒ Competency Framework Design.
- ☒ Training Needs Analysis.
- ☒ Workshop Facilitation.



## DEVELOPMENT CENTRES

## Who

- ☐ Organisations that want to identify the development needs for promotion purposes.
- ☐ Organisations that want to identify future leaders.
- ☐ Organisations that want to identify the reasons for underperformance.
- ☐ Organisations that are looking to identify team members for large projects.



## Benefits

- ☐ Develops a culture of self development.
- ☐ Creates a more motivated work force.
- ☐ Focuses development activity.
- ☐ Accelerates individual development.
- ☐ Participant's career goals are articulated.
- ☐ Outlines clear development plans for all participants.
- ☐ Increases individuals understanding of development needs.
- ☐ Assists with identifying future leaders.

## Tool for identifying individual and organisational development needs

## Features

The Development Center is based on job related simulations or mock situations. Candidates are asked to complete a number of tailor made exercises that mimic the specific requirements of the role. Exercises could include, group and individual tasks and/or analytical exercises. The process defines development priorities and builds realistic plans to achieve them. Development Centres have been proven to be the most effective way of identifying development needs.

We assist you with the development of tailor made activities that effectively assess your candidate's skills and behaviours. Candidates are evaluated by our assessors in a fair, systematic, objective and reliable manner as they demonstrate skills and behaviours required for success within the organisation. The process culminates in a written report outlining development needs and individual feedback / coaching sessions.





### Tool for identifying the right person for the job

#### Features

The assessment center is based on job related simulations or mock situations. Exercises could include, group and individual tasks, interviews and / or analytical exercises. Assessment centres have been proven to be the most effective way of identifying and assessing talent, as past behaviour is the best predictor of future performance.

We assist you with the development of tailor made activities that effectively assess your candidates skills and behaviours. Candidates are evaluated in a fair, systematic, objective and reliable manner.



#### Who

- ☒ Organisations conducting volume recruitment.
- ☒ Organisations anticipating large numbers of applicants.
- ☒ During the shortlisting phase for critical roles.
- ☒ Organisations identifying employees for a “talent pool” or “fast-track program.”
- ☒ Organisations identifying employees suitability for promotion.

#### Benefits

- ☒ Quick and thorough method to process large numbers of candidates.
- ☒ Cost effective.
- ☒ Frees up the organisation’s HR and executive staff.
- ☒ Clear and fair process.
- ☒ Presents the company in a positive and professional manner.
- ☒ Best performers are identified in accordance with the desired behaviours.

## CORPORATE TRAINING

## Who

- ☐ Organisations that are planning in-house training that would benefit from external facilitation.
- ☐ Organisations that have limited in-house trainer capability.



## Tool to enable individual development and increased performance

## Benefits

- ☐ Expertise provided where capability does not exist in-house.
- ☐ A learner-centred approach which encourages two-way learning and the ownership of the learning process by participants.
- ☐ Practical application of learning in a relevant work environment.
- ☐ Builds confidence, shortens learning curves, clarifies expectations, and boosts employee retention.
- ☐ Increases the attractiveness of the organisation to prospective employees.

## Features

An effective training course is one that is tailor-made and structured to meet individual's and the organisation's specific needs. To ensure the success of the training course it is often necessary to use external facilitation from a trained and experienced facilitator.

Our professional and experienced facilitators work with your management and participants to ensure the success of your organisation's training course. We develop tailor made training that effectively improves your staffs' skills, knowledge and attitude. Our experienced facilitators adopt a "train—assignment—coach" approach, utilising a combination of real life case studies, activities, group discussions, debriefing and feedback in an active forum. This approach means the participants benefit from practical application of the learning, reinforced by coaching from our experienced facilitators.



## SERVICES



## COACHING

### Who

- ☐ For individuals or teams within organisations that are undergoing change or restructuring.
- ☐ Organisations that are implementing a new system, yet do not have the in-house expertise.
- ☐ Individuals who are being prepared for higher positions.
- ☐ A new manager to an organisation.

## Tool to enable individual development and increased performance

### Features

Coaching is all about helping employees at all levels improve. Well-facilitated coaching is consensual, team-orientated, with a personal development and team building focus. Coaching can also help develop systems, organisations, management and communications.

We assist you by pairing an employee with one of our experienced coaches. The coach instructs by example and demonstrates how to perform specific functions. We provide individual coaching to address specific performance challenges and problems to maximise the participant's potential.

### Benefits

- ☐ Expertise provided where capability does not exist in-house.
- ☐ Individuals express ideas in a safe environment.
- ☐ Individuals reach their own conclusions and therefore increase ownership and accountability.
- ☐ Assists with implementation and application of learning in a practical and relevant environment.
- ☐ Builds confidence, shortens learning curves, clarifies expectations, and boosts employee retention.



## TEAM BUILDING

## Who

- ☐ Organisations that are experiencing change.
- ☐ Executive teams.
- ☐ Regional or functional teams.
- ☐ Organisations that want to build cross functional relationships.
- ☐ Newly established teams.
- ☐ Teams which are demotivated or not functioning effectively.



## Benefits

- ☐ Emergence and development of desired behaviours.
- ☐ Identifies potential leadership or team types.
- ☐ Relationship building and team bonding.
- ☐ Increases motivation and confidence.
- ☐ Development of new ideas.

## Tool to build strong teams and develop desired behaviours

## Features

High level cooperation and trust within a team results in synergy, greater creativity, more proactive approaches to problem solving and a more common view on task completion. Building strong management teams, functional teams, cross-functional teams, and task groups is essential to building a successful organisation.

We facilitate a wide range of tailor made team building exercises that are designed to meet the specific needs of the organisation. The exercises guide your team towards a clearer understanding of what makes an effective team, how to be a contributing and active team member and, most importantly, how to enhance the team spirit and synergy.





### Tool for evaluating the HR activities within an organisation

#### Features

An HR Audit is a tool for evaluating the HR activities within an organisation. An HR Audit clearly investigates the current policies, procedures and practices covered under your current HRM system and evaluates how these activities support the organisation's strategy. As such, an HR Audit is the first step in proactively identifying improvement opportunities.

We visit your premises and gather information through interviews, questionnaires, review, research and observation. After detailed analysis of the information, we propose recommendations for a practical improvement plan on how the function might better assist your organisation in meeting its business objectives.



#### Who

- ☐ Small and medium size enterprises (SME's).
- ☐ Fast growth organisations
- ☐ Organisations that have limited HR capability.
- ☐ Organisations preparing for expansion.
- ☐ Organisations undergoing change.

#### Benefits

- ☐ Objective and independent.
- ☐ Improves the professional image of the HR department.
- ☐ Identifies weaknesses in the current HR system.
- ☐ Clarifies duties and responsibilities.
- ☐ Increases "buy-in" to change.
- ☐ Standardises HR policies and practices.
- ☐ Identifies critical personnel problems.
- ☐ Identifies organisational needs for future growth.
- ☐ Provides a plan for future HR development.
- ☐ Ensures compliance with legal requirements.
- ☐ Reduces HR costs.

## HRM SYSTEMS DESIGN and IMPLEMENTATION

### Who

- ☐ Organisations that are designing, improving or implementing HRM systems.
- ☐ Organisations with limited HR capability.
- ☐ Post merger organisations.
- ☐ Start-up organisations.



### Benefits

- ☐ Efficient and quick way to implement best practice HRM systems.
- ☐ Reduces the requirement to take on expensive permanent HR staff.
- ☐ Reduces impact to the organisation.
- ☐ Sustainable system that is clearly communicated and understood.

## Design and implementation of “best practice” HRM systems

### Features

If organisations are to meet business challenges, the HR foundation needs to be strong, well planned and in line with the organisation’s strategic plans. Well-documented and clearly communicated HRM systems help your organisation to maintain a productive working environment, internal equity, a high standard of conduct, sound business ethics and standardised procedures.

We assist you with the design and implementation of your organisation’s HRM systems focusing on international best practice. We ensure that the system is sustainable and communicated, by coaching stakeholders on the practicalities and use of the new system and by assisting with change management.





### Aligning your HR function with the organisation's business strategy

#### Features

An HR strategy that addresses all people-related business issues faced by your organisation is the most important step in HR set-up. The HR strategy determines how your people are selected, developed and treated and provides direction to the HR function based on where the organisation is going.

We work with your management team to develop HR strategies that are linked to your organisational culture, values, business objectives and strategies.

#### Who

- ☐ Organisations that do not have an HR strategy.
- ☐ Organisations with limited HR capability.
- ☐ Post merger organisations.
- ☐ Start-up organisations.

#### Benefits

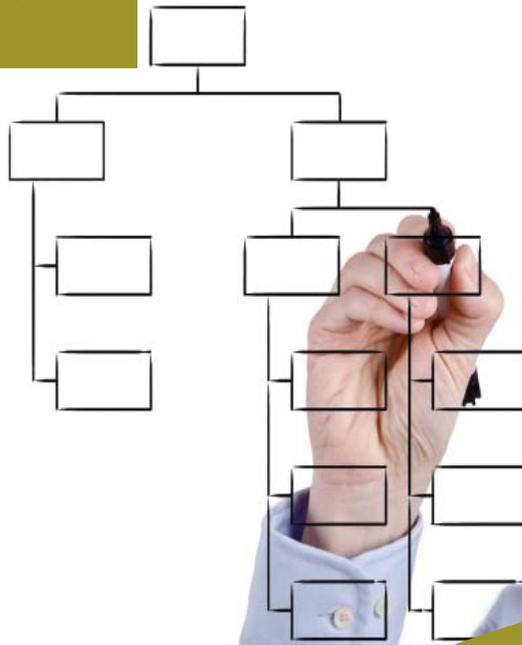
- ☐ Provides direction for the HR function.
- ☐ Ensures that the HR function is aligned with the organisation's business strategy.
- ☐ Ensures that the people have the capability to meet the business strategy.



## JOB ANALYSIS and DESIGN

### Who

- ☒ Small and medium size enterprises.
- ☒ Organisations with limited HR capability.
- ☒ Fast growth or post merger organisations.
- ☒ Organisations preparing for expansion or downsizing.
- ☒ Organisations undergoing change.



## Tool to define job roles, skill requirements and expectations

### Benefits

- ☒ Maximise working capacity.
- ☒ Increases understanding of role expectations.
- ☒ Minimises duplication and overlapping of tasks.
- ☒ Increases efficiency of the HR and reduces costs.
- ☒ Identifies shortfalls or savings in manpower.

### Features

Job analysis is the procedure for determining the duties and skill requirements of a job and the kind of person who should be hired for it. The analysis is used to inform the development of job descriptions and specifications in such a way that organisational goals and objectives are effectively achieved.

We work with your line managers to clearly map out workflow processes that maximize efficiency and effectiveness, collect information about existing positions, identify how employees utilise their time, and design or re-design roles to ensure that your organisation's work-units achieve their goals.





### A framework that communicates required behaviours for success within your organisation

#### Features

A competency framework is a clear matrix of behaviours required for success at all levels within the organisation. Competencies are defined in the same way across the whole organisation with staff assessed against defined and agreed standards.

We assist you to design a transparent competency framework that reflects your organisation's culture and expectations of employees. We also work with you to communicate and implement the framework, whilst coaching managers to understand and utilize the framework.

#### Who

☐ Organisations that do not have a competency framework.

#### Benefits

- ☐ Improves consistency in how people are treated.
- ☐ Improves communication of expectations.
- ☐ Improves stakeholder relationships.
- ☐ Establishes high standards of quality.
- ☐ Focuses the development of people towards the correct competencies.
- ☐ Translates the organisation's values and culture into everyday actions.



# TRAINING NEEDS ANALYSIS

## Who

- ☐ Organisations with limited HR capability.
- ☐ Organisations undergoing change or growth
- ☐ Organisations who are restructuring
- ☐ Organisations considering conducting training



## Benefits

- ☐ Training supports business strategy, goals and objectives
- ☐ Buy in is gained from the top down
- ☐ Energies and resources are focused in the right place
- ☐ Course content is relevant
- ☐ Staff are given the opportunity to experiment and apply new learning
- ☐ You will have clear training objectives with indicators for success
- ☐ You will have clear training evaluation criteria
- ☐ Investment in training will be time and money well spent

## Tool to ensure that training is targeted and adds value to the organisation

### Features

A detailed training needs analysis (TNA) will ensure that any training you provide is in line with your company's goals and strategy for future growth. It will also identify the knowledge, skills and attitudes which individuals require to meet their own and their organisation's development.

A thorough TNA will investigate key priorities and performance goals, eliminate obstacles to training, identify gaps in competence and provide solutions. In addition, a TNA will ensure relevance of training content, transfer of learning and evaluation of training.

The outcome will be a comprehensive and targeted training plan with specific learning objectives and evaluation criteria that supports business strategy, goals and objectives.





### Who

- ☐ Organisations that are planning a workshop or retreat that would benefit from external facilitation.

## A professionally facilitated workshop that maximises input from participants

### Features

An effective workshop is one that is structured and managed, receives input from all participants and achieves the objectives required. To ensure the success of the workshop or retreat it is often necessary to use external facilitation from a trained and experienced facilitator.

Our professional and experienced facilitators can work with your participants to ensure the success of your organisation's workshops or retreat.

### Benefits

- ☐ Maximises input from all participants.
- ☐ Participants often feel more open to offer ideas when an external facilitator is directing the workshop.
- ☐ Frees the organisation's people to participate in exercises, activities and discussions.

