

decode HR

INNOVATIVE AND AGILE

STRATEGIC HR CONSULTING FIRM

ACCELERATING YOUR PEOPLE EDGE™

OUR FOCUS

lies in providing strategic advice and high-impact solutions to clients primarily in Asia, in the areas of Competency Frameworks Modeling & Development, Compensation & Benefits, Talent Management, Organisational Development & Design, Transformation and M&A projects.

OUR STRENGTH

is our deep knowledge of Singapore and Asia, and this is coupled with experience in the international arena. We distill the best global practices with proven results to deliver innovative, insight driven yet practical solutions - creating companies that employees can thrive in.



OUR TEAM

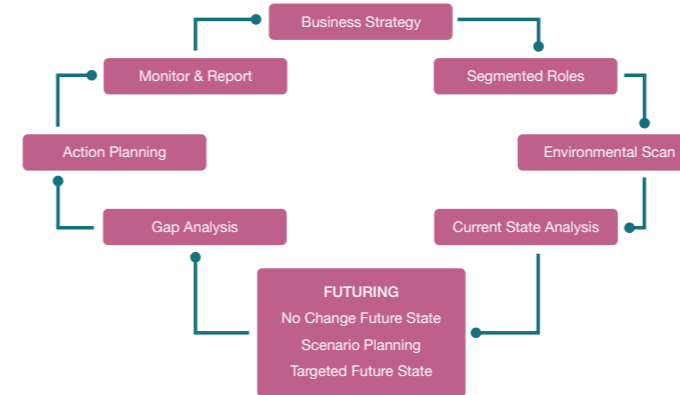
We have a strong team of senior HR Consultants with deep experience across diverse sectors in Asia, providing you with both tactical and strategic advice. We are enabled by robust and innovative HR Tools & Processes including Asia Pacific Labour Law and knowledge repository as well as a strong due diligence process to ensure we understand your business and organisational culture. We are also supported by highly secure, bank-level security file exchange and storage platform.

OUR SERVICES

ADVISORY SERVICES

Strategic Human Resource Review

Conducting a strategic HR Review will enable an organisation to obtain a clear and objective view of the current state of their Human Resources function. The primary objective of such an initiative would be to work towards building a HR infrastructure and processes that will enable the organisation to achieve its business goals. The review methodology has been developed by DecodeHR based on Human Capital Institute's Talent Management Framework which advocates an integrated approach to talent management.



HCI Strategic Workforce Planning Model

Competency Modeling

Competency modelling enables an organisation to identify the skills, knowledge and behaviours required to deliver on its long-term strategic goals. And a smart company would know it must make the effort to do its inventory control – i.e. establish its present competencies and capabilities, and linking that back to what is needed in the medium and long term. The reason is simple, how do we get from Point A to Point B if we do not first determine where Point A is.

To drive overall organisational performance and align strategic and tactical planning, the competency frameworks need to be integrated across the HR life cycle, from Strategic Workforce Planning, Recruitment, Performance Management, Learning & Development, to Succession Planning and lastly, Compensation & Benefits.

The depth of this review can vary from a high-level evaluation to an in-depth examination of each sub-area:

1. Recruitment
2. Learning & Development
3. Performance Management
4. Compensation & Benefits, including sales incentive and executive compensation programs
5. Long-Term Incentive Programs including Employee Stock Option Programs

Strategic Workforce Planning

The strategic workforce planning strategy and program delivered by DecodeHR, will be tailored to meet the unique needs of your business and focus on the issues which matter most, including:

- Identifying specific skills and talent you need today, and in the future.
- Understanding the talent market better within your business sector.
- Applying and understanding talent metrics.
- Identifying and rectifying talent gaps within your company.
- Developing a comprehensive workforce strategy to maximise your talent base.



Competency Based Approach

OUR SERVICES

RETAINER SERVICES

Companies who are new to the markets they are operating in, or who may not have an in-house HR team, will benefit from access to our human resource consultants who are able to provide:

- 1 Timely advice on best HR practices, policies and procedures
- 2 Guidance to ensure compliance with legislation and fair work compliance
- 3 Support and direction when dealing with workplace disputes, disciplinary, performance management matters and dismissals, etc.
- 4 Strategic advice on how to develop a human capital strategy that will help drive your business strategy

Add-Ons

- Compensation & Benefits Review and Benchmarking
- * Design of Base Salary Structure
- Design of Short-Term and Long-Term Incentive Programs
- Coaching on Performance Management
- Career Development Framework
- Development of Learning & Development Framework
- Development of Succession Planning Program
- Strategic Workforce Planning
- Competency Framework Development
- Recruitment Strategy and Employer Branding
- Assessments – Recruitment & Selection, Individual & Leadership Development

LITE/ START-UP

BASIC HR TOOLS & SERVICES (SINGAPORE ONLY)

- Templates for employee handbook & employment contract
- 14 frequently used HR forms (templates)
- Standard performance management guide and forms
- Employee benefits review and recommendations after 6 or 12 months
- Up to 16 hours of HR advisory services per month
- Monthly legislative updates
- Monthly report and analytics

GROWTH

COMPANIES LOOKING AT TRANSFORMING HR (SINGAPORE ONLY)

- Customised employee handbook & employment contract
- Customised HR forms as needed
- Standard performance management guide and forms
- Employee benefits review and recommendations after 6 or 12 months
- Up to 30 hours of HR advisory services per month
- Monthly legislative updates
- Monthly report and analytics

PRIME

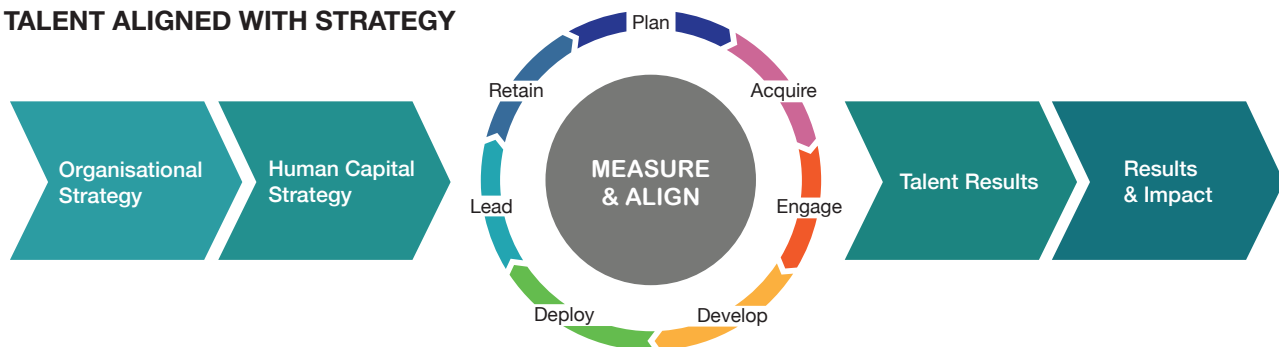
COMPANIES WITH REGIONAL PRESENCE (ASIA*)

- Customised employee handbook & employment contract for each country
- Customised HR forms as needed
- Standard performance management guide and forms
- Employee benefits review and recommendations after 6 or 12 months
- Up to 50 hours of HR advisory services per month
- Monthly legislative updates
- Quarterly sharing on best practices
- Monthly report and analytics

* Up to 6 Countries within Asia

OUR APPROACH

TALENT ALIGNED WITH STRATEGY



LEADERSHIP DEVELOPMENT

Corporate Coaching

Coaching is a critical leadership and management competency. DecodeHR is a licensed facilitator of Corporate Coach U's Corporate Coaching Clinic, incorporating the use of Everything DiSC personality assessment tool, designed to help leaders understand themselves and others.

We also partner with the Berkeley Executive Coaching Institute to bring their stellar leadership and coaching programs to Singapore.

Business Simulation Tool

Develop your leaders and high potential employees through the Silega decision-making and planning business simulation tools. Silega focuses exclusively on developing and delivering business simulations, and enterprise gamification.

BENEFITS TO YOUR ORGANISATION

- Reduction in recruitment and selection risks
- Competitive total rewards aligned with organisation's values and requirements
- Culture of learning and encouraging individuals to own their career and professional development
- Building authentic leaders to create a positive impact on the organisation
- Performance driven culture aligned with organisational mission and goals
- Increased employee engagement
- Develop and execute longer-term thinking and planning of your organisation's people strategy
- Optimise workforce and enable business decision-making
- Comprehensive workforce strategy to maximise your talent base

GET IN TOUCH

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