

## **ABOUT THE O CLUB**

The O Club, a company boasting 13 years of expertise, dedicates itself to enhancing management capacities for both teams and individuals. Embodying our motto, "It Goes Up and Beyond," we prioritize astute thinking and intelligent construction for sustained advancement. Our specialized skills and consultancy services cater to diverse sectors including corporate, sports, educational institutions, and any organization seeking our assistance.

Under the departments of Renew to the Best and Vigor, The O Club presents the following services:

1. Group Team Building for corporate or similar entities
2. Business Mentoring & Coaching
3. E-Pro Online courses designed for professionals
4. HR consultancy, training, and developmental initiatives
5. Sports management development - assisting in establishing sports businesses, staff training, and fostering sports careers

Our services are tailored to meet our client's expectations, encompassing:

- Professionalism
- Creativity
- Value for Money
- Unwavering Commitment to Perfection
- Professional and expert trainers
- Extensive Experience
- Adaptability

Join forces with us to unlock the potential of smart strategies and construction for unparalleled growth.

## **HR CONSULTANCY OUTLINE: How We Can Support You?**

At The O Club, our specialization lies in curating experiential learning activities designed to accelerate your company's growth. Backed by a team of seasoned mentors and instructors with extensive market experience, we guarantee outcomes that drive efficiency. Our offerings encompass both individual and team mentoring, geared towards maximizing your staff's potential.

To facilitate this, we present two options tailored to fortify your HR or amplify the capabilities of your key resources, specifically the outlet managers.

**OPTION A:** Acting as your HR consultancy partner, our primary goal is to guide you in securing an adept HR manager. Throughout the year, our focus will encompass the following:

1. **Company Structure Evaluation:** Analyzing your existing structure and suggesting enhancements that foster efficient HR management practices.
2. **Policies and Procedures Review:** Crafting comprehensive HR policies and procedures aligned with industry best practices and legal standards.
3. **Attendance, Conduct Codes, and Handbook Creation:** Formulating robust attendance and absenteeism policies, establishing conduct codes, and crafting an employee handbook outlining guidelines and expectations.
4. **Streamlined Employee Record-Keeping:** Assisting in setting up an organized system for maintaining employee records, encompassing personal data, contracts, performance appraisals, and pertinent documents.
5. **Strengthening Management Basics:** Collaborating to fortify fundamental management functions such as planning, organizing, controlling, and coordinating HR activities.
6. **Payroll Compliance and Employee Rights:** Ensuring compliance with payroll regulations and offering counsel on employee entitlements, including Social Security taxes, sick leave, and statutory benefits.
7. **Recognition and Disciplinary Procedures:** Aiding in designing recognition and reward systems for employee performance, alongside establishing equitable disciplinary protocols when needed.
8. **Refinement of Recruitment Processes and CV Databases:** Assisting in refining recruitment processes, spanning job analysis, candidate sourcing, selection, and onboarding. Additionally, aiding in developing and managing a CV database for future hiring requirements.
9. **Training and Development Endeavors:** Collaborating to pinpoint organizational training needs and devising customized programs to elevate employee skills, knowledge, and professional growth.

Throughout the year, our consultancy endeavors to provide continual guidance and support across these domains, to onboard an adept HR manager and elevate your overall HR practices and processes.

**OPTION B:** Training and Development Program

This option entails a comprehensive Training and Development Program tailored for potential employees aspiring to advance into the role of Human Resources Managers. Alternatively, we offer services to assist in creating a training plan from the ground up. Our approach encompasses assessing, analyzing, and crafting a customized Employee Training Plan to suit your specific needs.