



OD & HR CONSULTING

THE HIGHLYKEEN WAY

About OD & HR Consulting...!!

Highly Keen's Organization Development and Human Resources Consulting is ideal for those organizations, who are interested to develop or improve their Organization's Strategy, Balanced Scorecard, Reporting & Grading Structures, Job Descriptions, HR Policies and KPI based Performance Management Systems. Our Consulting Services are highly customized according to business needs of the organizations.

“**OD & HR Consulting:
A solution to all your
organizational & staff
management needs.**”

- ◆ Consultants at Highly Keen – The Management Institute are well aware about Human Resource Management issues of Local Pakistani Organizations and provide the most practical, cost effective \and applicable HR solutions to the companies.
- ◆ The HR consulting services of Highly Keen are based on latest HR concepts but at the same time localized in the context of Pakistani business needs and scenarios.

OD & HR Consulting Phases

1 Organization
Diagnosis

2 Designing &
approval of
Required HR Solution

3 Implementation
(Change Management)

OD & HR Consulting Process

The Highly Keen Way..!!

- 1 ORGANIZATION'S DIAGNOSIS** Understanding Business Model and Analysis of Line Managers, Business Processes, Job Descriptions and Staff
- 2 STRATEGIC PLANNING** Run proper strategic planning process for defining organization's Mission, Vision, Values and annual goals (Balanced Scorecard)
- 3 STRUCTURES, JOB DESCRIPTIONS & EVALUATIONS** Design Organization's Reporting & Grading Structures, Develop Job descriptions and evaluate them for placement in Pay grades
- 4 HR POLICY MANUAL DEVELOPMENT** Develop HR Policy manual including policies of employment, compensation, benefits, training, performance management & etc.
- 5 KPIs DEVELOPMENT** Extract KPIs from all Job Descriptions to link each employee's performance with overall organizational goals.
- 6 CHANGE MANAGEMENT** Conduct Staff Awareness Sessions on new HR system as well as Hire / train HR Staff for operational execution of HR system

Industries we have Served



Industries
we have already consulted.....!



Project Duration & Methodology

OD & HR CONSULTING PROJECT DURATION:

- ◆ 6 to 12 Months depending on the business nature, operational domains, work scope and staff strength in clients' organization.
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CONSULTING FEE:

- ◆ Project fee is decided according to work scope
 - ◆ Total Project Fee is divided into monthly installments which are charged in advance every month.
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CONSULTING METHODOLOGY:

- ◆ Consultant visits at Client premises for diagnosis and development Purposes
 - ◆ Back Office Development Work by Consultants for Clients.
 - ◆ Awareness and Training Sessions of Client's Staff on new HR Systems
 - ◆ Hiring of HR Staff by consultant (In case of newly developed HR System or department in any client's organization)
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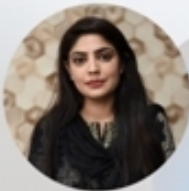
What Our Clients Say About US



Yaqoob Izhar
Managing Director
Izhar Group of Companies

For Izhar Group, We met many consultants before coming across Highly Keen & were lucky to select them to transform our company. Nobody else ever guided us the way these people did. They completely transformed our organization through their multiple interventions in our group's Strategy, Structure and Systems. They also provided leadership coaching to our directors, and Management Development Programs for our staff, which helped us immensely and we not only were able to develop a solid structure and systematic processes but were also able to develop staff and top management. They helped us curtail our practices that were leeching the resources without providing any output.

I can feel that they are going to go very far ahead on the road to success.



Anum Shehbaz
Director
TM Group of Companies

It gives me immense pleasure talking about Highly Keen because it was one of the best decisions of our Management at TMGC to hire Highly Keen for their services. We took them on-board them for our Organization Development consulting project and they are such passionate and result oriented professionals who stirred us with their deep analytical skills and solutions and I'm glad that we have such people working in the field who are actually bringing organizations out of their problems and giving viable solutions. With their help we were able to develop the whole organization's systems and also get a competent and professional team which is asset to our organization till date. I vouch them for their great devotion, and I also recommend Highly Keen to all the organizations out there who need any kind of help to improve their system and prosper.

I wish you good luck Team Highly Keen, you guys are the best



Asad Shafi
CEO
Cross Stitch (Ayesha Group)

At Ayesha group we engaged Highly Keen's Services for multiple projects, one of which was Cross Stitch (Our Retail Fashion Brand). The consulting team started with our organization wide diagnosis and identified multiple gaps in our Strategy, Structure, Systems and Staff. Today when i look back, I simply admire at how accurate all the diagnosis were for my organization. All the development work for organization was in the light of that diagnosis and to overcome all the gaps existing in business operations especially building a best KPI based performance management system for our staff. The Consulting project was a success, we managed to get immense business growth during a time when economy had a turbulent time for retail businesses. Best of Luck Highly Keen.

Our Client List



Contact

SET AN APPOINTMENT
FOR DISCUSSING YOUR
OD & HR CONSULTING NEEDS.....!!

Highly Keen – The Management Institute

Ph: 042-35742628, 0336-4569011

Address: First Floor, 194/1, Y Block Commercial Area,
DHA – Phase - III, Lahore.

Email: info@highlykeen.com

Website: www.highlykeen.com