PROFILE: PHEKO H.R: Consulting & Resourcing services

Introduction

Why use PHEKO H.R: consulting & resourcing services?

Every business, regardless of its size, spends a large portion of time dealing with their people, certain obstacles and paperwork that come along with employees, especially in businesses that are not large enough to warrant their very own Human Resource department. In cases like these, expanding companies tend to delegate these functions to already existing staff members; however this consumes the internal resources at the expense of the core functions that made the business profitable in the first place.

Human resource, training and industrial relations outsourcing has numerous benefits including the improvement of risk management. Complying with legislation during disciplinary hearings, retrenchment procedures, transfers of business undertakings etc. is crucial and reduces the risk of landing up at the CCMA for procedural and substantive fairness in dealings with employees.

Investing in the services of PHEKO HR, enables you to change your fixed costs into variable costs as well as increases the commitment and energy to the imperative noncore aspects of your business whilst still reducing overheads.

Another advantage of HR/ Training/ IR outsourcing is staffing flexibility, especially with operations that may have seasonal demands. Outsourcing allows you to utilise these resources when you require them and release them when you're done. PHEKO HR will guide and advise management on HR/ IR related issues, and in doing to, develop your managerial staff skills on managing their own employees.
Scope of specialised services:

What services do we offer?

- **Strategic HR planning**
  - Assist organisations to draft step by step action plans by which the organisation plans to employ, utilize, develop, and deploy its human resources in order to attain its defined corporate mission and objectives, including succession planning.

- **Performance Management**
  - Design & develop a practical, measurable performance management system.

- **Employment Equity**
  - Drawing up an Employment Equity plan.
  - Ensuring maintenance of the Employment Equity plan in the workplace.
  - Submitting the Employment Equity Reports.

- **Skills Development**
  - Assisting organisations in drawing up Training Needs Analysis and Annual Training Plans.
  - Assisting Departmental Managers with new techniques of coaching staff and keeping staff motivated and performing at optimum productivity.
  - Assisting Departmental Managers with various styles of Interviews and appraisals.
  - Keeping Departmental Managers abreast with changes in legislation.

- **Workplace Skills Plans & Annual Training Reports**
  - Preparing an annual Work Skills Plan, in conjunction with the Annual Training Plan (part of a quality plan).
To ensure that the company is up to date with any changes within the SETA’S and that the company operations fall within the guidelines of the Industry’s National Training Authority.

**Training & Development**

- Preparing and facilitating other necessary training and courses that will benefit staff performance - Telephone manner, Interpersonal skills Middle Management Development.
- Sourcing specific training workshops - Computer, Languages courses.

**Employee wellness**

- Assisting Companies in maintaining a Healthy Workforce by arranging for Health Awareness Workshops and medical examinations.
- In maintaining a Healthy Workforce, a Business is able to maintain a high level of productivity and reduce absenteeism

**Outsourcing of Employee Relations function**
**Outsourcing of Labour Relations function**
**Outsourcing of Resourcing/ Recruitment function**
**Design & Implementation of Organisational Management & Restructuring**
**Analysis & Implementation of Change Management strategies**
**Conducting of Job design & analysis**
**Compiling of Job profiles & evaluations**
**Drafting of HR policies & procedures**
**Outsourcing of Employee assistance programmes**
**Project Management of HRIS (Human Resources Information Systems)**
**Assist with implementation of communication strategies**
**Outsourcing of HR Administration**
Background

Who are we?

PHEKO HR: consulting & resourcing services is a human resources consulting & resourcing services company located in Paarl, Western Cape, South Africa. PHEKO HR (PHR) has expertise in a wide range of HR functions and provides an efficient, effective service to the emerging company market. PHR will offer this market the ability to outsource their HR departments and find consolidated HR solutions under one roof.

PHR is a privately held Sole Proprietorship founded and owned by Simone Pheko. She has a National Diploma in Human Resources Management, a Honour’s Degree in Human Resources Management as well as a Master’s degree in Business Management supported by over 10 years’ human resources generalist experience, including specialist resourcing, industrial relations, skills development, BBBEE & performance management experience. Her area of expertise, as proven in her last position held, is to set up the entire HR department or function for SMME’s. PHR is a level 3 BBBEE contributor.

PHEKO H.R’s familiarity with industries such as Hospitality, Manufacturing, Logistics, Transport and Engineering gives a client first-hand experience and advice based on the understanding of the industry a business operates in. Our service rating comes highly recommended by clients such Colosseum Luxury Hotel, Dolphin Beach Hotel, Chippa’s Place and Radio KC for our fully versed human resources best practice and industry standards.

Current Skills Development Methodology:

Which approach do we take?

- PHEKO HR subscribes to the principles underpinning the Skills Development Act and National Skills Development Strategy and recognizes that the optimal utilization and development of its human capital is one of the crucial elements in the success and sustainability of the organization.
- Skills Development initiative proposals are made based on the business model of our clients in order to plan, implement and monitor in a
decentralized manner. Skills Development initiatives that require a coordinated approach across a group of clients, as well as initiatives aimed at strategic and scarce skills, are planned, implemented and monitored centrally.

- Skills shortages are countered through various initiatives, including:
  - Management and Leadership Programmes
  - Training and Development Interventions
  - Personal On-the-Job Development Programmes
  - Learnership and Skills Programmes
  - Partnerships and collaborations with acclaimed academic and research institutions, providing our clients access to the latest findings and industry intelligence.

- Through participation in research studies, surveying different operating companies, valuable knowledge and insights relating to the impact of a client’s company’s operations are gained.

- Development initiatives have a particular focus on the development of historically disadvantaged employees in support of the South Africa’s Employment Equity & BBBEE strategies and programmes.

**Proposed Training Intervention Methodology:**

**How do we deliver our training?**

Preferred Training Model:

- FORMAL TRAINING
- THEORETICAL LEARNING
- PRACTICAL HYPOTHESIS IMPLEMENTATION
- WORKPLACE COACHING & FOLLOW UP
- MENTORSHIP ROLE PROVIDED

The above training model is aimed at persons who have little or no exposure to required disciplines.

In view of the above, learners are exposed to the day-to-day running of the business and people management in the coaching phase of the training. During the mentorship phase, learners are able to recall on their exposure to working within business and apply the concepts learnt therein in their own business entities.

Our training model and material is aimed at developing skills in identifying market needs, through practical and practical interventions, which would
enable them to adapt to the changing economic and technological environment, with learners being afforded the opportunity of exposure to this.

**Training Roll-out outcomes:**

**What can you expect from our training?**
- Identifying and solving problems relating to specific field
- Working effectively with others as members of a team to plan and implement interventions
- Network for effective referrals
- Planning, organizing and managing oneself and one’s activities responsibly and effectively to perform relevant roles
- Communicating effectively using visual, mathematical and/or language skills and/or written presentation of information for decision making.

**Values:**

**How do we do business?**

- We focus on providing the most efficient and effective, professional human resources consulting & resourcing service
- We honour and uphold service level agreements with our clients
- We operate with integrity
- We always put the human resources needs of our clients first
- We are passionate about youth development & local job creation

**Conclusion:**

People remain a critical enabler of operational and innovation excellence in companies. Whether in a developing or developed market context, consistent skills development is imperative to ensure today and tomorrow’s skills base effectively contributes to balancing processes and technology in companies. In light of the before mentioned, PHEKO HR’s skills development system and training interventions is enabling experienced professionals to pass on their knowledge to the next generations of professionals and develop the talent pipeline.

PHEKO HR is a brand that is committed to youth development and people excellence, local job creation, demonstrates and lives by performance-driven culture, communicate transparently, exhibits a strong heritage of social
responsibility, is financially responsible and capital efficient and lives by an entrepreneurial code and behaviour.

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