pro facts assessment & training. Scope of Activities

HR Excellence
### Scope of Activities - HR Excellence

**Acquisition & Selection**
- Personnel-marketing
- Recruiting
- Selection

**Management & Positioning**
- Talent-diagnostics
- Talent-development
- Talent-management

**Development & Retention**
- Personnel development
- Organisational development
- Talent-retention

<table>
<thead>
<tr>
<th>Development</th>
<th>Planning and design of an efficient recruitment process that forms part of personnel marketing as well as a targeted pre-selection.</th>
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</thead>
<tbody>
<tr>
<td>Personnel-marketing</td>
<td>Implementation of personnel selection with the help of professional instruments and a targeted integration in the respective recruitment process.</td>
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<tr>
<td>Recruiting</td>
<td>Identification of „High Potentials” with the help of recognition and promotion tools</td>
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<tr>
<td>Selection</td>
<td>Talent development with the help of individually stipulated development plans and measures.</td>
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<td>Talent-diagnostics</td>
<td>Design and implementation of assessments, interviews and psychodiagnostic methods.</td>
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<td>Talent-development</td>
<td>Early success planning for critical expert functions and leadership positions.</td>
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<td>Talent-management</td>
<td>Systematic talent management through proactive personnel controlling and the formation of career paths.</td>
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<tr>
<td>Personnel development</td>
<td>Individually stipulated development plans and measures.</td>
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<td>Organisational development</td>
<td>Development and supervision of promotion groups for high potentials.</td>
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<td>Talent-retention</td>
<td>Early succession planning for career planning and development.</td>
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<td>Support in the form of targeted personnel development.</td>
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<td>This includes training and coaching programmes as well as self-learning and eLearning platforms.</td>
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<td>Individual supervision for career planning and development.</td>
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<td>Preparation in the form of targeted personnel development.</td>
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<td>Identifying possible risk factors through employee surveys and career development.</td>
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<td>Systematic talent management through proactive personnel controlling and the formation of career paths.</td>
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<td>Ascertainment and development of the company culture: e.g. early identification of possible risk factors through employee surveys and development of a culture of excellence, e.g. through 360° Feedback.</td>
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<td>Analysis of reasons for employee turnover to avoid early fluctuation.</td>
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<td>Guaranteeing a successful integration.</td>
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<td>Specific talent development in order to identify with the company, e.g. using mentoring programmes.</td>
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</tbody>
</table>

**HR Excellence**
- Consultation and training of business-internal HR specialists and generalists on HR Strategy and specialist topics

**HR Workshop**
- Design and implementation of specific instruments and procedures (psychometric systems, eHR-Instruments)
Scope of Activities

♦ Support and consultation in the design of an optimal HR marketing strategy: Target group analysis, definition of the employer brand, etc. in particular
♦ Design of professional career pages
♦ Self Assessments as HR marketing instrument
♦ Design and implementation of specific measures for graduate recruitment
Scope of Activities

Recruiting

- Planning and design of efficient recruitment strategies and processes in particular
- Introduction of eRecruitment processes
- Introduction of company specific online assessments for screening und (pre-) selection purposes
- Design and implementation of multi-stage selection processes for example
- eHR: Introduction of a recruitment portal
- eHR: Introduction of an application management systems
Scope of Activities

Selection

- "Blended Assessment": Design of an optimal combination of methods for every question asked
- Design and implementation of Individual-Assessments for all management levels
- Performance of Group-Assessments
- Structure and implementation of interviews
- Introduction of Online Assessments for selection purposes and for a development-oriented SWOT-analysis
- Implementation of psycho-diagnostic methods
Scope of Activities

- Implementation of assessments and Interviews to back up placement decisions
- Structure and implementation of Development Centres for different target groups e.g. talents
- Performance of Management Audits (for all members of one hierarchical level)
- Individual positioning for skilled and managerial staff including personal analyses of competence and career

Talentdiagnostics
Scope of Activities

Talent development

- Establishment of one or more closely intertwined Talent Pools
- Introduction of a project leaders and functional careers
- Introduction of employee appraisals and performance management systems
- Introduction and supervision of promotional programs for specific target groups (e.g. 49+)
Scope of Activities

Talentmanagement

- Introduction of a company-wide — even global — Talent Management System
- eHR: Implementation of a Talent management Portal
- Identification of key positions and succession planning
- Optimisation of personnel controlling
- eHR: Introduction of competence management
- Development of a business- and sector-specific Talent Management-Process
Scope of Activities

Personnel development

- Conception of comprehensive Personnel development systems and programmes
- Individual Coaching on behaviour and personality
- Classic and company-specific Trainings on topics such as leadership, communication, presentation and facilitation, sales, conflict management etc.
- Support of learning processes through eLearning-Programmes—in particular on behavioural issues
Scope of Activities

Organisational development

♦ Introduction and assistance of 360°-Feedbacks
♦ Implementation supervision of Change-Projects: „Fit for Change“
♦ eHR: Communication portals to support change processes
Scope of Activities

Talent retention

♦ Conception, implementation and analysis of employee surveys as well as design of a subsequent communication process

♦ Conception, introduction and supervision of Mentoring programmes
Scope of Activities

HR Excellence

♦ Consultation on the design of the HR-Strategy
♦ Development and introduction of company-specific competency models
♦ Creation of an HR or Personnel development Road Map
♦ Efficiency and structural analyses of HR-Processes e.g. the controlling of learning processes, efficiency of the recruitment process, etc.