



Company Profile  
*Human Resources Services*

[www.techno-managment.com](http://www.techno-managment.com)

## Table of Contents

1.	Techno Management in a Glance .....	3
1.1	Who are we.....	3
1.2	Vision .....	3
1.3	Mission.....	4
2.	Our Services.....	5
3.	Human Resources Services.....	6
3.1	Human Resources Planning .....	6
3.2	Job Analysis .....	6
3.3	Human Resources Recruitment & Selection.....	7
3.4	Performance Management.....	7
3.5	Training and Career Development .....	8
3.5.1	Training and Development .....	8
3.5.2	Career Development .....	8
3.6	Compensation & Benefits .....	9
3.6.1	Compensation .....	9
3.6.2	Incentive Rewards.....	9
3.6.3	Employee Benefits .....	10
3.7	Human Resources Training Programs.....	10
	Appendix-1 – Customer List.....	11
3.8	Our Customer’s in Human Resources Domain .....	11
3.9	Our Customer’s in Project Management Domain.....	15
4.	Contact Us.....	17

## 1. Techno Management in a Glance

### 1.1 Who are we

*Techno Management* is regional leader organization in providing **End to End** Management consulting services that form the basic building blocks required for implementing the Enterprise Project Management and Human Resources Management.

At *Techno Management*, we work closely with our valued customers to increase their readiness level to implement Enterprise Project Management and Human Resources Management systems. This includes training, methodology development, tools implementation, assessment, and other services.

*Techno Management* differentiation is in its focused business model and its specialized Management Consultancy service portfolio that makes *Techno Management* a unique, credible, unbiased service provider.

Our achievements in many countries in the Middle East and Africa are a result of our continuous endeavors to combine talent, quality, and values together.

### 1.2 Vision

To be a leading Management Consulting Organization that helps companies to Apply Modern Management As a way of life.



### **1.3 Mission**

To build a binding and continuous relationship with organizations seeking Management support and provide them with continuous capabilities improvement through:

- Continuous Education.
- Continuous consultancy.
- Continuous methodology development.
- Continuous tools development and upgrade



## **2. Our Services**

*Techno Management* provides different Services in the Domain of Human Resources Management. Below our basic services in this domain:

- 1- Human Resources Planning
- 2- Job Analysis
- 3- Human Resources Recruitment & Selection
- 4- Performance Management
- 5- Training and Career Development
- 6- Compensation & Benefits
- 7- Human Resources Training Programs

## 3. Human Resources Services

### 3.1 Human Resources Planning

*Techno Management* will work closely with The Customer to plan for the organization's human resources. Human Resource Planning involves the following tasks:

- 1- Identify and document the different HR process that will govern all the HR activities within the organization.
- 2- Establish a Human Resource Management System (HRMS) that will help the organization to streamline the HR activities.
- 3- Work closely with the organization to implement the HRMS and follow up on the implementation to ensure a successful roll out.
- 4- Identify the right number and type of employees that are necessary to implement a chosen business plan or the organization's strategic objectives..
- 5- Identify and initiate programs needed to develop organizational capabilities upon which future strategies can be built.
- 6- Forecasting demand for labor, performing supply analysis, and balancing supply and demand consideration.

### 3.2 Job Analysis

*Techno Management* will work closely with The Customer to analyze the organization's jobs and design them to achieve the organization's objective and at the same time satisfies the needs of the employees who will do them. This service involves the following tasks:

- 1- Determining the Job Requirements for every post in the organization, that will reflect the different duties, tasks, and responsibilities contained in jobs.
- 2- Producing the Job Description in a format that will contain a job title, a job identification section, and main duties and responsibilities section.

- 3- Producing the Job Specification in format that will contain, education, experience, specialized training technical skills, interpersonal skills and behavioral attributes necessary for job success.

### **3.3 Human Resources Recruitment & Selection**

In this service, *Techno Management* will do the recruiting and selection process. This can be as an integrated joint service or a completely outsourced one. This service involves the following tasks:

- 1- Identify the staffing management system for the organization. The staffing management system will perform the following functionality:
  - a. Tracking application information
  - b. Scanning resumes
  - c. Making the information immediately accessible to line managers to search online for internal and external talents.
- 2- Provide as much reliable and valid information as possible about applicants so that their qualifications can be carefully matched with job specifications.
- 3- Perform the screening process to short list candidates.
- 4- Go through the interviewing process and provide The Customer with the recommended candidate or set of candidates.

### **3.4 Performance Management**

*Techno Management* will help The Customer to measure their organizational strategic objectives with their operational objectives. *Techno Management* will guide the organization in implementation of the Performance Management programs through the following steps:

- 1- Identify the purpose of Performance Management Program.
- 2- Identify the required Performance Management Method.
- 3- Establish the Performance Management rights and responsibilities.

- 4- Apply the Performance Management program phases.
- 5- Set the rating definitions.

## **3.5 Training and Career Development**

### **3.5.1 Training and Development**

*Techno Management* will work with The Customer to implement the four phases of this service as follows:

- 1- Needs Assessments
  - a. Organization analysis
  - b. Task analysis
  - c. Employee analysis
- 2- Design
  - a. Instructional objectives
  - b. Trainee readiness
  - c. Learning principles
- 3- Implementation
  - a. On-the-job methods
  - b. Off-the-job methods
  - c. Management development
- 4- Evaluation
  - a. Reactions
  - b. Learning
  - c. Behavior
  - d. Results

### **3.5.2 Career Development**

*Techno Management* will set the guidelines for the organization to develop the employee's career and help to achieve a high retention rate within the organization. The guidelines will help the organization to do the following tasks:

- 1- Match individual and organization needs
  - a. Encourage employee ownership of career.
  - b. Create a supportive context.
  - c. Communicate direction of company.
  - d. Establish mutual goal setting and planning.
- 2- Identify career opportunities & requirements



- a. Identify future competency needs.
  - b. Establish job progressions and career paths
  - c. Balance promotions, transfers, exits
- 3- Gauge Employee Potential
- a. Measure competencies (appraisals).
  - b. Establish talent inventories
  - c. Establish succession plans.
- 4- Introduce Career Development initiatives
- a. Provide workshops.
  - b. Provide career self-management training
  - c. Give developmental feedback

## **3.6 Compensation & Benefits**

### **3.6.1 Compensation**

*Techno Management* will work closely with The Customer to reach to the most suitable wage structure that is compliant with the wage curve, pay grades, and rate ranges. This service will enable The Customer to achieve the following:

- 1- To reward employee's past performance
- 2- To remain competitive in the labor market
- 3- To maintain salary equity among employees
- 4- To mesh employees future performance with organization goals.
- 5- To control the compensation budget
- 6- To attract new employees
- 7- To reduce unnecessary turnover

### **3.6.2 Incentive Rewards**

Incentive plans emphasize a shared focus on organizational objectives by broadening the opportunities for incentives to employees throughout the organization. Below are the major output of this service:

- 1- Characteristics of a successful incentive plan:
- 2- Financial incentives that are linked to valued behavior.
- 3- Fair incentive program.
- 4- Challenging, yet achievable productivity and quality standards.
- 5- Simple and understandable payout formulas.

### **3.6.3 Employee Benefits**

*Techno Management* will work with the customer to develop the most appropriate benefit plans. These plans include, but not limited to the following:

- 1- Pension
- 2- Variable pay
- 3- Worker's compensation
- 4- Health benefits
- 5- Time-off programs.

### **3.7 Human Resources Training Programs**

*Techno Management* provides the following Human Resources programs:

- 1- Fundamentals of Human Resources
- 2- Strategic Human Resources Planning
- 3- Performance Management and Appraisal
- 4- Recruitment, Selection and Hiring
- 5- Fundamentals of Compensation
- 6- Job Analysis
- 7- Developing Effective Training

## Appendix-1 – Customer List

### 3.8 Our Customer's in Human Resources Domain

<b>No</b>	<b>Customer</b>	<b>Service</b>
1	Beshara Group – Kuwait	- Recruiting HR Director, Financial Controller
2	Misr Pack	- Recruiting HR Manager, Financial Controller
3	MESTA Egypt	- Recruiting HR Director, Financial Controller and other staff (on-going)
4	Human Capital Capability Academy	- Job Analysis Workshop - Performance Management Workshop
5	American-Mideast Educational Services	- Leadership - Change Management
6	American University In Cairo	“A Plea for a Happy Manager Workshop”
7	Orange Networking Co.	“ Change Management Workshop”
8	Internet Solutions Professionals of Egypt	1- Review the organization structure, and develop job descriptions for the top management position. 2- A result-oriented "Performance Appraisal Program" with the appropriate performance evaluation form.
9	Middle East Network Systems	1-Review the organization structure, and develop job descriptions for the key professional positions, mainly the team leaders and the HR generalist position. 2-A result-oriented "Performance Appraisal Program" with the appropriate performance evaluation form. 3-Review and update the current recruitment and selection process.
10	Systems Engineering of Egypt	1-Job Descriptions developed to all management positions. 2-Developed Performance Appraisal Program with appropriate forms and train managers on implementation 3-Developed Job classification, Salary structure and salary administration guide

11	Orascom Technology Solutions	1-Review & update current Performance Appraisal process and system . 2-Career progression for the different function, based on job ranking criteria and appropriate salary grades. 3-An updated "Salary Structure" in line with the market average, together with "Salary Administration Guidelines" and "Merit Pay System".
12	Microtech	Developed Performance Appraisal Program with the appropriate forms and orient management on implementation.
13	Alkan Group	Human Resources Role & Mission Presentation. Interviewing Skills workshop. Performance Appraisal Workshop
14	Abo Zaabal Co	Review Company Organization Structure Develop Job Descriptions for top management.
15	Arabize	Performance Appraisal Workshop Interviewing Skills Workshop
16	Egyptian Group Co.	Performance Management Program Job Classification & Salary Structure
17	SIAC Construction & Engineering	Compensation Program (Review & update salary structure , job classification and salary administration guideline.
18	Seekem	Compensation Program (review job evaluation, salary structure and salary administration guide
19	Shatex Textile Co.	Develop Organization Structure Recruit & Interview Human Resources Manager
20	Palm Hills	Review Organization Structure Develop Job Descriptions Recruit & Interview HR Manager
21	Industrial Modernization Center	Interviewing Skills Workshop
22	American Chamber of Commerce	Performance Appraisal Workshop
23	Electrostar (White Goods Company)	Management By Objective workshop

24	American Chamber of Commerce	<ul style="list-style-type: none"> <li>▪ PHR – SPHR Certificates (SHRM learning Systems) Module 5 (Employee &amp; Labor Relations)</li> <li>▪ Fundamentals of human resource</li> <li>▪ Performance Appraisal Workshop</li> <li>▪ Hiring the Best Workshop</li> </ul>
25	Management Development Center	- EMBA: Conducted a session on Human Resources Management
26	Industrial Modernization Center	<ul style="list-style-type: none"> <li>- All You Need to Know About HR</li> <li>- Performance Appraisal Workshop</li> </ul>
27	Al-Mansour Automotive	<ul style="list-style-type: none"> <li>- Management Identification Program</li> <li>- Succession Planning</li> </ul>
28	Philips Company	<ul style="list-style-type: none"> <li>- Job classification &amp; grading systems</li> <li>- Salary structure</li> <li>- Salary administration</li> </ul>
29	NTC Company	<ul style="list-style-type: none"> <li>- Job classification &amp; grading systems</li> <li>- Salary structure</li> <li>- Salary administration</li> </ul>
30	White holding Co (IMC project)	<ul style="list-style-type: none"> <li>- Training analysis process in all departments of 10 subsidiaries</li> <li>- Developed training programs for all 10 subsidiaries</li> </ul>
31	Consumer Goods Co. (U.S. Corporation)	<ul style="list-style-type: none"> <li>- Developed outplacement programs</li> <li>- Assisted employees thru a transition program that provides:               <ol style="list-style-type: none"> <li>1 Career counseling</li> <li>2 Training programs that identify employee alternatives</li> <li>3 One on one sessions on employee skills assessment</li> </ol> </li> </ul>
32	Automotive Company	<ul style="list-style-type: none"> <li>- Job classification &amp; grading systems</li> <li>- Salary structure</li> <li>- Salary administration</li> </ul>
33	Food Industry Company (IMC Project)	- Training analysis process in all departments of 2 subsidiaries

		- Developed training programs for all 2 subsidiaries
34	PSDP Project (6 projects for 6 different companies under one umbrella)	<ul style="list-style-type: none"> <li>- Identified &amp; analyzed company's culture</li> <li>- Designed 2 courses on: <ul style="list-style-type: none"> <li>3 day course workshop for management</li> <li>2 day course workshop for junior management and remaining staff</li> </ul> </li> <li>- Developed training materials in both Arabic &amp; English</li> <li>- HR audit of current HR policies</li> <li>- Job Descriptions for upper management outlining responsibilities &amp; duties</li> <li>- Upgrading HR functions in terms of: <ol style="list-style-type: none"> <li>1. Recruitment policies &amp; procedures</li> <li>2. Job profiles &amp; descriptions</li> <li>3. Training &amp; development</li> <li>4. Evaluation &amp; appraisal</li> </ol> </li> </ul>
35	PSDP Project (Engineering Company)	-Developed the Hiring & Selection system

### 3.9 Our Customer's in Project Management Domain

NO.	Customer name	Country
1	European Union ICT Project	Egypt
2	Pfizer Pharmaceutical	”
3	General Motors	”
4	Giza System	”
5	Raya Software	”
6	Mobinil	”
7	AmidEast (American Middle East Org)	”
8	LuxSAT	”
9	Microsoft	”
10	Techno Group	”
11	Savola	”
12	Cairo 2000	”
13	Logic	”
14	Nestle Co.	”
1	Qatar Gas	Qatar
2	Ras Gas	”
3	Al Jazeera Channel	”
4	Ministry of Interior	”
5	Doha Asian Games Organization Committee	”
6	Qatar Foundation for Child and Women Protection	”
7	Qatar Red Crescent	”
8	Kuwait Oil Company	Kuwait
9	New Horizon	”
10	Kuwait Finance House	”
11	Gulf Bank of Kuwait	”

12	Burgan Bank	”
13	Public Warehouse Co.	”
14	Al Humaizi Co.	”
15	Ministry of Justice	”
16	Ministry of Social Affairs and Labor	”
17	NCR	”
18	Microsoft	”
19	National Bank of Kuwait	”
20	Middle East Digital Communications	”
21	Al Yousfi General Trading	”
22	Kuwait Oil Company	”
23	Brown & Root NA	Libya
24	Halliburton Inc.	”
25	Microsoft Singapore	Singapore
25	Microsoft Malaysia	Malaysia



## 4. Contact Us



Techno Management  
Building 1 Block 2,  
Omar Ibn El Khattab St.,  
Sefarat District  
Nasr City, Cairo, Egypt.  
Phone : (+20) 2 270 3419  
Fax: (+20) 2 270 3429  
Email: [info@techno-management.com](mailto:info@techno-management.com)  
Web Site: [www.techno-management.com](http://www.techno-management.com)