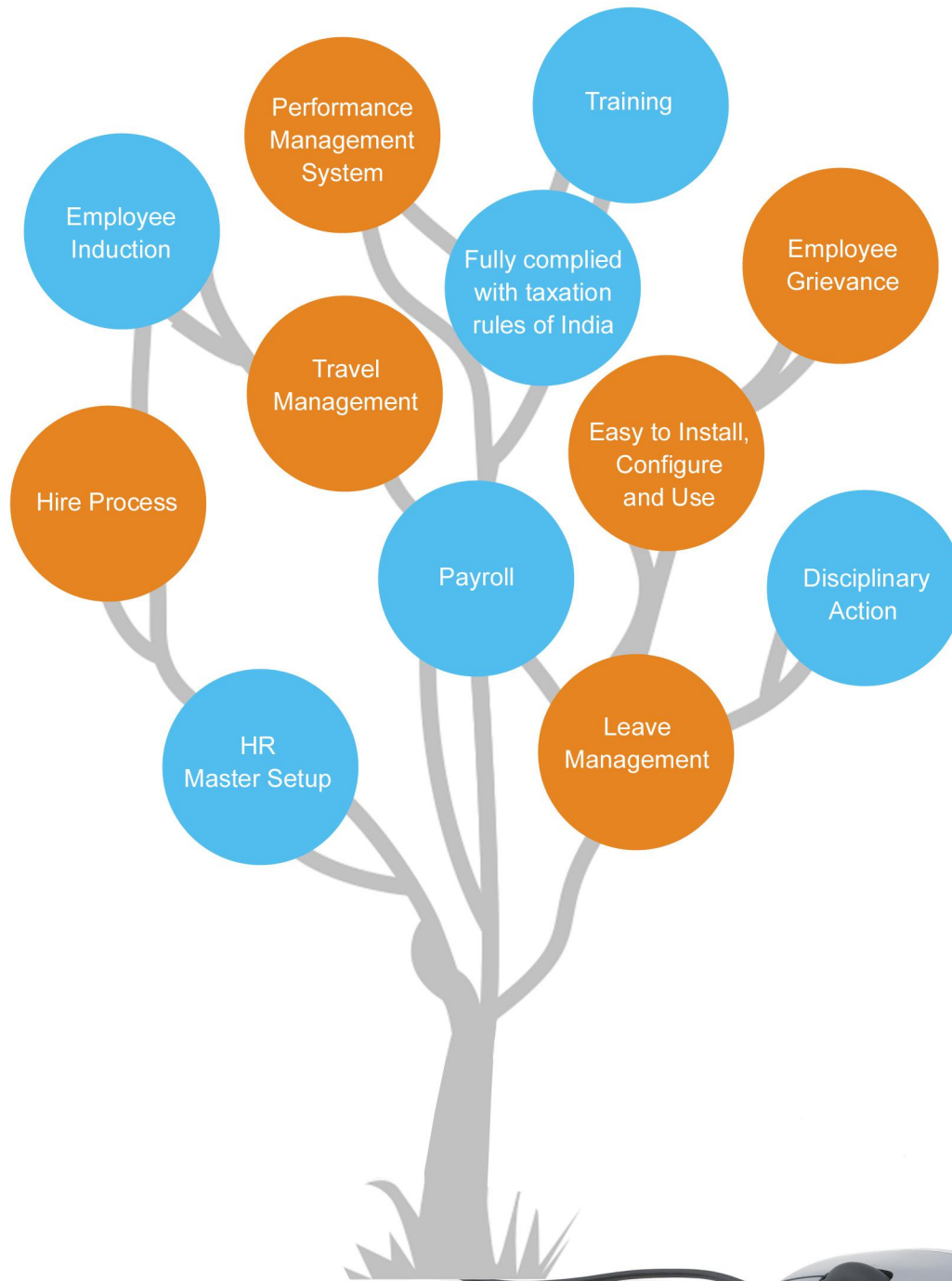


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Employee Induction

An induction programme is the process used within many businesses to welcome new employees to the company and prepare them for their new role. First step towards gaining an employees' commitment, it is aimed at introducing the job and organization to the recruit and him or her to the organization. It involves orientation and training of the employee in the organizational culture, and showing how he or she is interconnected to (and interdependent on) everyone else in the organization.

See also orientation.

4 benefits that your new employee will get from an induction programme

The employee will feel welcomed into your organisation, be respected and be made to feel more comfortable in the workplace. He will also find it easier to integrate into the workplace;

Your new employee will feel that he made the right decision to join your organisation;

A good induction programme will help to build the new employee's self-esteem, morale and sense of motivation; and

An induction programme will establish good communication between you and/or the supervisor and your new employee from the very beginning

Payroll

In a company, payroll is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. In accounting, payroll refers to the amount paid to employees for services they provided during a certain period of time. Payroll plays a major role in a company for several reasons.

The payroll process has changed much over the years, mainly in the manner in which it is processed. Most companies today prefer computer-based systems or outsourcing to process payroll. For a small company, manual processing may still be an option, although there are numerous cost effective ways to run it electronically. Use the following information to process payroll for your employees.

Every business has unique needs, finding the perfect human resource management solution for your business can be difficult. Finding a software package that can provide human resource management with integrated payroll functionality has been a particular challenge. Not anymore, in "Prata HRM" we have created a product that facilitates the effective management of all aspects of your human resources, from recruitment to retirement.



Performance Management System

Performance management involves more than simply providing an annual review for each employee. It is about working together with that employee to identify strengths and weaknesses in their performance and how to help them be a more productive and effective worker. Learn how to develop a performance management system so that you can help everyone in your organization work to their full potential.

Steps :

- Evaluate your current performance appraisal process.
- Identify organizational goals
- Set performance expectations
- Monitor and develop their performance throughout the year
- Evaluate their performance
- Set new performance expectations for the next year



Training :

Training is the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance

Objectives of training :

- To impart to new entrants basic knowledge and skills
- To assist the employees to function more effectively in their present position by exposing them to the latest concepts, information and techniques and developing in them the skills required in their fields
- To build up a second line of competent officers and prepare them as a part of their career progression to occupy more responsible positions
- To broaden the minds of the senior managers by providing them opportunities for interchange of experiences within and outside with a view to correct the narrow outlook that may arise from over specialization
- To impart customer education

Leave Management

Leave management is one of the most important HR processes, which consume a small but significant portion of managerial time. Although this does not take too much time, , approving leaves is a delicate balancing act. On one hand, HR has to ensure compliance with leave policy and ensure availability of sufficient resources for business continuance, while on the other it has to improve employee satisfaction. Most of us have witnessed bitter manager-employee relation on issuing of leaves making leave management a strategic task for the organization.

Services :

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- Business Process Outsourcing
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- Network Management
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