

## Nurturing the Talent

A photograph of four business professionals (three men and one woman) gathered around a whiteboard. One man is pointing at the whiteboard with a marker, while the others look on attentively. The whiteboard has some faint diagrams and text on it. The image is partially covered by a green box in the bottom left corner.

Quest for  
Gems with  
Recruitment and  
Training Tools



## INTRODUCTION

Innovation World, a group company of Training & Consulting, was set up with the aim of performing non-core activities and enabling them to focus their energies towards value creation. Twelve years since inception,

Innovation World is providing HR consultancy services to some of the most prestigious clients in the Asia Pacific, Middle east, Gulf, United States across the diversified sectors.

We are providing following tools:

- |                                        |                                    |
|----------------------------------------|------------------------------------|
| 1 Executive Search / Recruitment       | 5 Outsourcing Payroll & Recruiting |
| 2 Psychometric Recruitment Test        | 6 Soft Skills Training             |
| 3 Employee Policy Hand Books / Manuals | 7 Performance Management System    |
| 4 Human Resource Information System    | 8 Degree & Experience Verification |

# Detailed Classification

## 1 Head Hunting

We conduct senior-level executive search assignments across a range of industries and functions, always in the spirit of partnership. IW recruitment solutions excel at identifying, screening, referencing & assessing potential candidates through Psychometric Recruitment and Competency Assessments. Through a targeted recruitment process, we draw high caliber candidates for managerial, professional, technical positions and Fresh Talent from Campuses.

■ Technical Positions

■ General Hiring

■ Campus Drive (Trainee Batches)

## 2 Psychometric Recruitment Test (Graduate or Management Trainee Recruitment)

- Testing Module
- GMAT Test
- Group Discussion
- Presentations
- Assessment Center
- Competency Based Psychometric Interview

And many other Assessment ways with behavioral indicators.

## Our Hiring Experience

CEO, CFO, Director HR, GM Finance, National Manager Real Estate, Head Procurements, .Net Trainer, Sr. Manager Admin, Sales Manager, Area Managers, Zonal Managers, Territory Manager, Manager Recruitment, Manager Hiring, Design Engineers, Branch Managers, Geologists, Fashion Designers, SEO Expert, System Support Engineer, Network Administrator, Medical Transcriptionist, Management Trainee Officer, SME Officer, Retail Banking Officers, Priority Banking Officer, Cash Officer, Labor Officer etc.

### 3 Employee Policy Handbook

An employee handbook is an important communication tool between you and your employees. A well-written handbook sets forth your expectations for your employees, and describes what they can expect from your company. It also should describe your legal obligations as an employer, and your employees' rights.

### Scope Of Work

We are covering following departments in our SOP (Standard Operating Procedures) manual.

- Human Resource & Training Finance
- Sales & Marketing
- Development (Engineering)
- Admin / Procurement
- Information Technology

### 4 Human Resource Information System

We are providing services for develop the HR Systems Information and Management (HRIS & HRMS) Orade based. This is very useful tool; HR can easily access the employee data:

- Employees Joining & Leaving
- Job Description
- Leave balances
- Employee Setup
- Recruitment Data

Many Others

### 5 Outsourcing Payroll & Recruitment

HR-BPO services offer our clients of any size to offload non-core functions, focus scarce resources on mission critical projects. Whether you're simply looking for an effective way to manage your employees' data, administering benefits, payroll processes or transactional procedures, IW deliver customized services that enable our clients to meet strategic and measurable HR objectives, deal with costs, complexities and administrative burdens of human resources management.

#### Steps

- Recruitment
- Training
- Data Management
- Staff Outsourcing
- Degree Verification & Reference Checks
- Bank Accounts Management
- Employee Benefits
- Pay Negotiation

## 6 Soft Skills Training

We are providing Soft Skills Trainings in Selling, Team Building, Boost the Employees Morale, Leadership, Communication and Presentation Skills. And we have experienced trainers are available from diversified Industries.

### OUR Training Programs

- Team Building
- Negotiating skills
- Confidence Building
- Boost Your Employee Morale
- Stress Management
- Living 100%
- Sales & Service
- Problem Solving
- Decision Making
- Self-Management
- Time Management
- Projecting yourself Positively for Better Confidence
- Work Ethics
- Presentation Skills
- Interview Preparation
- Conflict Resolution
- Launching Your Career
- Leadership
- Personal Grooming
- Work Place Etiquette
- Unlocking potential
- Hidden Truth of Motivation
- Managing cultural diversity
- Personal development
- Building positive communication skills

## 7 Performance Management System

Behavior Based PMS System with Smart Goals and Objective.

### Key Steps

Planning > Setting SMART (Specific, Measureable, Attainable, Relevant, Timed) Goals.

Coaching > Continuous Feedback and Mid Year Review.

Reviewing > Full year Review. (Excelling, Performing, Partial)

Rewarding > Link to Compensation & Development.



Core Behavioral Psychometric Model

It relates with 7 Attributes.

For Coaching & Mentoring Opportunities

Performance Improvement Plan.

## 8 Degree & Experience Verification / Salary Surveys

We are providing full services for Verification of Degrees from all Pakistani & Foreign Universities, Verification of Antecedents from previous Employers and Reference Checks. And we are providing Staff Benefits Survey, Salary Survey, and HR Practices. Etc.

## Our Clients



**DAMAC**

**Rafi Group**  
Land Development



**Uber**

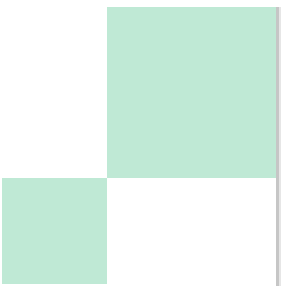


**ALPINE GROUP**



**SHEIKHOO GROUP**





“Your talent determines what you can do?  
Your motivation determines how much you are willing to do. Your  
attitude determines how well you do it.”

**Address:** Business Centre, SPC Free Zone, Sharjah, United Arab Emirates

Email: [farhan@innovation-world.org](mailto:farhan@innovation-world.org)

Phone: +92-333-4345606

[www.innovation-world.org](http://www.innovation-world.org)

