

*Touch individual lives*



*Transform organizations*



*Transfigure team skill sets*



**YOUR HR BUDDY®**  
Learn. Share. Grow

“ People make an unprecedented difference to business. What if you could make a significant difference to people? ”



**YOUR HR BUDDY®** touches individual lives, transforms team skill sets and shapes people philosophy, processes and practices in organizations with approaches, interventions and tools anchored in behavioural science.

Working with a large group of institutions, small & medium businesses, local & multinational corporations, not-for-profits and governmental bodies across India, the Middle East and South East Asia, we help organizations and board members gain access to certified HR and OD best practices and discover performance with people.

Your HR Buddy relies on an extensive network of HR practitioners, academicians and HR functionaries who provide in-depth support for best practices in competency management, performance management and organization development.

Our industry-specific as well as organization-specific insights and practice experience drive strategies to defined impact across our training, consulting and research engagements.

# TRAINING

While most of our clients engage with us to develop their own annual learning and development calendar, here are a few workshops that have become highly popular over the years.



## INTERVIEWING SKILLS

A best seller since 2009, this workshop will help even your not-so-great employees pick up the science and art of hiring great people. Also - whether you wish to or not, with the same set of skills that we teach you, you can also find that perfect spouse.



## CHANGE MANAGEMENT SKILLS

**True** - it's difficult to change, and we don't guarantee miracles. But folks who attend our workshop do claim that we equip people with the nuts and bolts to make change happen, whenever they decide to.



## PEOPLE MANAGEMENT SKILLS (HR FOR NON-HR)

A version of the HR for non-HR workshop, this one can transform any task-obsessed manager to handle people, a bit more sensitively and adeptly. Truth be told, a few clients have used this package to also pass on some "HR jobs" and HR skills to unsuspecting non-HR folks!



## BUSINESS ACUMEN

Whether your organization is in or out of business, this is one workshop which can make your employees develop a deeper understanding of how any business functions or malfunctions.



## COMMUNICATION SKILLS

This classic workshop on communication is less about polishing employee lingo (language) and more about the ways in which employees can use communication to inform, educate, entertain and relate to each other. After all, it takes two to tango!



## ACHIEVEMENT ORIENTATION

If your organization is saddled with chronic under achievement, this workshop can introduce your employees to the thoughts, feelings, behaviours and habits that are known to distinguish high achievers and most importantly, catalyse them to apply all that they learn to their work situation.



## ANALYTICAL THINKING SKILLS

An in-demand workshop, this one is special because it provides an arsenal of tools and techniques to analyse complex issues from multiple angles and tackle problems systematically.



## DELEGATION

Even when managers overcome their insecurities and decide to entrust jobs to their juniors, they may find the going tough. Our workshop provides valuable tools and tacks to make this transition, seamless and painless for both parties.



## CUSTOMER ORIENTATION

If you have dissatisfied customers, inside and outside your organization, this workshop might just be the perfect antidote. It offers a drill down into the mind-set and skill set that great customer-friendly folks possess.



## PERFORMANCE MANAGEMENT

Employee performance rarely ever follows a straight line from one quarter to another. Our workshop makes managers identify and plot the x and y or z variables that skew their performance chart and pick the skills to control such factors.



### EMOTIONAL INTELLIGENCE

While humans can technically experience 27 different emotional states (if the science is true), your employees may regularly experience a few, in the organization. Our workshop sensitizes managers to appreciate these in themselves and others and passes on the tools to regulate self and others, more empathetically.



### TRAIN THE TRAINER

Nothing gives us more pleasure than the pain of creating an improved version of our wonderful trainers. This workshop is our humble effort to pass on all the skills and tricks that your employees will ever need to facilitate a mind-blowing session.



### TEAM BUILDING SKILLS

One of the most popular items on our menu, this workshop can take your employees through an intensive hands-on experience of the various challenges that teams regularly face and gently nudge them to develop behavioural responses and skills to overcome any team-related bottleneck.



### INNOVATION & CREATIVITY

Organizations have tremendous capacity to grow or snuff out employee innovation. This workshop brings together the most inspiring and challenging innovation stories from various organizations and breaks it down to help employees pick up the mind-set and the skills necessary to be more creative.



### INTER-PERSONAL SKILLS

When employees interact with each other, they receive a wonderful opportunity to build or break a relationship. This workshop offers a lowdown on the skills required to handle various inter-personal exchanges and establish high quality relationships at the workplace.



### PROJECT MANAGEMENT SKILLS

Not all your employees will pursue a PMP® and not all those who do, will excel in handling projects. This workshop focuses on building those behavioural competencies that great project managers are known to possess.



### CONFLICT RESOLUTION SKILLS

It is common for employees to spar in any organization. This workshop only teaches them to spar well, by arming them with the critical tools needed to diagnose the conflict, clarify the issues, and mediate a resolution, amicably and effectively.



### VISIONING & GOAL SETTING

If the purpose of life is to lead a life of purpose, most organizations and employees have still not discovered this profound truth. Our workshop equips folks with the telescopic tools required to clarify their long-term vision and short-term mission and then break it down with microscopic precision into a set of goals for the year/quarter.



### INFLUENCING SKILLS

Managers are expected to influence others - upwards, downwards and even across the organization. This workshop trains them to do just that with the help of tools, tips, techniques and some really innovative and harmless tricks (that sales folks have perfected over centuries!)



### NEGOTIATION SKILLS

Whether your employees have to negotiate internally or externally, for a favourable discount, or a set of concessional terms or worse - a hostage release, the tools of the trade remain the same. This workshop relays powerful negotiation principles and techniques that have helped people to work out mutually favourable outcomes, even when there was little or no room to negotiate.





### RESULT ORIENTATION

Given the multitude of projects, activities and meetings that employees and organizations bury themselves in, it is extremely easy to lose sight of the end result. This workshop trains people to identify and control distractions, practice mindfulness, and develop the perseverance required to overcome the roadblocks on the path.



### PLANNING & EXECUTION

If life is what happens to any organization, when its employees are busy making plans, it is time to closely examine both plan and execution quality. This workshop showcases the various planning frameworks and tools as well as execution approaches, that distinguish the best planners from the rest.



### DECISION MAKING SKILLS

While decision scientists have their own voluminous take on how organizations and employees take decisions, we chop the science down to a bunch of tools and behaviours that managers can take home and apply when facing highly ambiguous situations in their work setting.



### FIRST TIME MANAGER

We know what it takes to be a first - time parent and a first-time manager - though different, there are similarities. This workshop, schools newly promoted managers in techniques that can help them get over their teething problems quickly and contribute to their organization, far more effectively.



### PERFORMANCE MANAGEMENT SIMPLIFIED

(Performance Management)

An HR version of the workshop we offer line folks, this one brings together experiences and insights gleaned from studying and implementing performance management systems in various organizations spread across not only different sectors but also different cultures.



### ENTREPRENEURSHIP

In case you have employees in your organization, who are short of funds but not short of brilliant business ideas, you may wish to invest in honing their entrepreneurial skills. This workshop is based on 1000s of hours of back-breaking interviews with 100s of Entrepreneurs and offers a roller-coaster ride though the situations that make and break them. Rest assured, your employees will return from the experience, with their pockets full.



### MAPPING COMPETENCIES COMPETENTLY (Competency Mapping)

A hit with the HR as well as non-HR Community since 2009, this workshop equips folks with the tools and skills required to map competencies – technical and behavioural, without sounding incomprehensible and technical. We have been called in to help line folks pick up this skill after they have been intimidated by jargon-wielding consultants.



### HR ANALYTICS DEMYSTIFIED

One of our highly popular offerings since 2013, the HR analytics workshop has helped senior HR folks tell a median from a mode and more importantly, a bot from a byte. Aimed at the big data buff as well as the small data novice, this workshop offers a deep-dive not only into the world of spreadsheets, software and frameworks that make HR Analytics possible but also the business partnering mind-set required to undertake any people analytics project.

Our workshops have been pre-approved for recertification credit hours towards aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRi™, SPHRi™ recertification.

HRCI® Accredited



## HR AS A BUSINESS DRIVER (HR Business Partner)

HR Professionals and line managers with HR responsibilities, face the same challenge - how to partner with the business in a way that brings respect and value to the HR function. Obviously, meeting this challenge is far from easy and requires not just looking beyond the traditional responsibilities of HR but also continually asking how exactly each HR effort contributes to the business. This Workshop helps people pick up just those HR skill sets that can make a distinct difference to the business.



## HR AUDITOR MASTERCLASS (HR Audit)

While, HR audits are rarely heard of in most organizations – the HR auditor is an even rarer sight, probably on the verge of extinction. This workshop is our modest effort at conserving and disseminating the knowhow, skills and attitude that distinguish the most competent HR auditors known to HR kind.

# TRAINING WITH A DIFFERENCE



### FUN FOCUS

While we make light of serious topics (be it HR audits or business acumen), we ensure participants don't compromise with serious learning. In fact, we even guarantee the number of times our participants will laugh through the day.

### ZERO POWERPOINT

We understand PowerPoint is a necessary evil but we have been surviving without this crutch for many years now - besides, our participants are not complaining! All our sessions are purely experiential and skill-based – low on PowerPoint and high on point!

### 100% FACILITATION (NOT TRAINING)

We help adults (not children) pick up new tips, tools, techniques and behaviours, via highly meaningful and relevant activities that respect adult intelligence! BTW, even though we follow adult learning principles, we make sure the kid in you has a good time!

### HIGH ROI

Since we consult a variety of organizations, we always offer generous servings of Best Practices for you to take back to your Organization. All Sessions specify clear ROI and are designed to offer major Knowledge/ Skill enhancements.



# CONSULTING

All our engagements are bespoke and developed as a response to the four basic needs organizations have: HR systems improvement, culture & climate improvement, performance improvement and leadership & managerial pool improvement.



## EMPLOYEE ENGAGEMENT & ORGANIZATIONAL CLIMATE SURVEYS

It's one thing to survey employees in an organization, discover how satisfied/engaged they are and totally another, to do something about it. Our employee and organizational climate surveys not only help you to arrive at a comprehensive diagnosis of your situation, but also offer you an elaborate and completely practical roadmap to tidy up things, so that the next time you run your survey, you do not run into the same reports.



## 360° FEEDBACK SURVEYS

If there is any one OD tool that raises employee self-awareness levels, and spikes heartbeats and pulse rates as well, it is a 360°. Done right, you gain an opportunity to transform your organization. Our 360° survey-based leadership interventions are pre-loaded with just those bells and whistles that guarantee a soft take-off and a smooth touch-down for everyone.



## COMPETENCY MAPPING - ROLE, DEPARTMENT, ORGANIZATIONAL

Like it or not, your organization's performance is fuelled by employee competencies. Our competency mapping services help you to identify the type of technical/behavioral competencies critical for a specific role, a particular department/function, and even the entire organization. What is more – we also integrate your discovery into all your HR processes to ensure you become a “competent” organization.



## ASSESSMENT AND DEVELOPMENT CENTRES

It is kind of common for employees to be assessed on a range of competencies, during the course of their employment with any organization. Our assessment and development centre solutions make this process robust by leveraging a highly-experienced pool of assessors, scientific centre design based on principles endorsed by the International Congress on Assessment Center Methods, meticulous execution and most importantly, sensitive handling of employee feedback.



## HR AUDIT

When an organization undertakes an HR audit, it receives an unprecedented opportunity to evaluate the HR function from a multitude of angles. Having reviewed various HR functions for a wide range of organizations using benchmarked approaches, we know from experience, how an audit can directly lead to dramatic improvements in HR policy, process, people capabilities and actual practice.



## ORGANIZATIONAL DESIGN AND WORKFORCE PLANNING

If you think you can cook up an organogram the way you rustle up your favourite fast food, you may wish to pause a while. Our organizational design and manpower planning services begin with a close examination of your business and operational strategy and end with sound workable structures and forecasts that are based on a large number of ingredients – including the most important one: people.



## PERFORMANCE MANAGEMENT SYSTEM

### -Design/Re-Design and Implementation

Like it or not, the way an organization handles employee performance management can have a strong bearing on employee/organizational behaviour and performance. Our performance management solutions leverage our extensive experience in planning, monitoring, reviewing, evaluating and rewarding performance – at the employee and organizational levels.



## EXECUTIVE COACHING

A much harried and over-used term, “coaching” is today in search of coaches who can improve perceptions about the field. Our executive coaching services support individuals who wish to change critical behaviors that derail their development. We strongly believe that all of us can change a bit provided we find purpose, passion and a little bit of success from the small or big changes that we make.

# CONSULTING WITH A DIFFERENCE



## EXPERTISE

When you bring us on board, we make sure we bring folks who know your challenges.



## ECONOMICAL

While we use our intelligence, we stretch beyond our billable hours, when needed.



## OPENNESS

We are solution & people agnostic – the best ideas can come from anywhere.



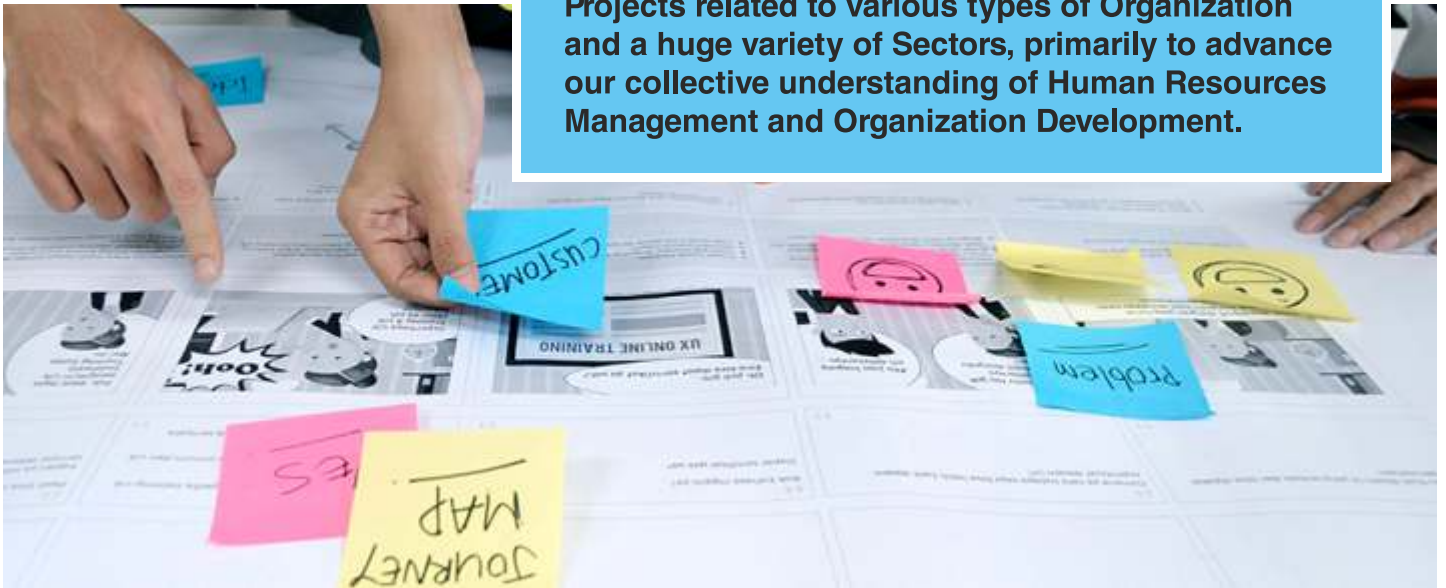
## AUTHENTICITY

We joke about our incompetence all the time – that has made us a bit competent.



# RESEARCH

We undertake independent and funded Research Projects related to various types of Organization and a huge variety of Sectors, primarily to advance our collective understanding of Human Resources Management and Organization Development.



## ORGANIZATIONAL RESEARCH

Whatever your organization type - cooperative, small & medium business, mid-size or large-size corporation, multinational, not for profit or governmental agency, we have a few pieces of insight that you will love.



## SECTORAL RESEARCH

Having worked with clients in as many as forty different industry sectors, we have a ringside view of what goes on in your sector. Clients have relied on us not just for specific competitor information but also broad sector-specific dynamics.



## REGIONAL RESEARCH

Wouldn't it be nice to have a Google Map like version of the various organizational, employee and regulatory snarls you may need to cross before you really land at your favorite regional destination? We try and do something as ambitious, when clients wish to know something as specific as the talent situation in god's own country or identify the zones of labor unrest across the subcontinent.



## HR BEST PRACTICES RESEARCH

We know people treat Research as junk - especially, if its free! But we do value our work. Here's an indicative list of the type of work, we have picked up:

1. Examining Group Dynamics in a Community of Practice comprising over 107 Small and Medium Business Owners in Maharashtra
2. Exploring Organizational Structuring Trends in 21 Organizations representing 5 distinct Industry Sectors in India
3. Documenting HR Best Practices in Indian Organizations that have highly limited or hardly any HR Workforce
4. Evaluating Line Manager Perceptions of the HR Department at over 10 different Power PSUs (Public Sector Units) in India
5. Analysing Annual Reports of the Top 500 Companies listed on the Bombay Stock Exchange for traces of Human Capital Reporting
6. Developing and Evaluating Critical Financial Ratios to study Manpower Investment trends in leading Indian companies in the Pharma Sector

# RESEARCH WITH A DIFFERENCE

### DETERMINED

When you engage us, we go several extra miles to ensure we find what you seek.

### INSIGHTFUL

Our discoveries are usually designed to wow you.

### NETWORKED

We are extremely well networked – that's what fuels our research.

### FREE

A good deal of the research that we do is available completely free – and costs, only a phone call!

# HR & TECHNOLOGY

Over the years, we have custom-designed, tested and operationalized HR Apps and Systems to support our distinguished Clients in a host of Areas including:

## 1. PERFORMANCE MANAGEMENT

(Organizational, Functional, Employee) Our Performance Management Solution integrates macro performance views at the Organizational and Functional levels with micro performance views at the Employee level. In other words, our Solution ensures the entire Organization, including its Functional and Employee components are in perfect sync and alignment with each other, especially with regard to performance.

## 2. HSE COMPLIANCE MANAGEMENT

Organizations make massive investments each year to ensure their workplaces are safe and secure and more importantly, meeting stringent HSE standards. While we agree Safety is more of a mindset and part of an Organization's cultural code, our HSE Compliance Management System leverages advances in RFID technologies to monitor and manage people movement as well as PPE use across all types of work zones in multiple locations, seamlessly.

## 3. HR SERVICES QUERY MANAGEMENT

Whether you have a large HR Department or an HR workforce of 1, you are most likely to be inundated with multiple employee requests for various types of services, throughout the year. Our HR Services Query Management System not only logs every type of employee request, query, and issue but also supports HR to manage the employee interface as smoothly and as quickly as possible, with the help of timely alerts, escalations and nudges.

## 4. HR DASHBOARD MANAGEMENT

HR Departments, globally, find it challenging to develop and present the right set of HR Scorecards to showcase the efficiency and effectiveness of various HR Operations. Our Dash boarding Solution helps HR to develop and present a dynamic set of KPI-based Dashboards to report on various business-critical HR measures on an ongoing and real-time basis.



# SECTORS

Your HR Buddy® represents the collective Wisdom, Experience and Expertise of a wide and enriching variety obtained by working closely with a highly diverse set of Organizations across various Industry Sectors, over decades. We have worked with Clients representing an amazing variety of industry sectors and leverage both industry-specific as well as organization-specific insights and practices in our Consulting, Training and Research engagements



Automobiles

Automobile Components



Biotechnology

Cement



Construction / Infrastructure Development

Consulting



Consumer Durables/ Domestic Appliances

Chemicals



Education

Electrical and Electronic Equipment



Engineering / Capital Goods

Engineering



Fertilisers

FMCG



Food and Agro Processing

FIIs/NBFCs/Financial Services



Gas - Processing, Transmission and Marketing

Gems/ Jewelleries/ Watches



Healthcare



Hotels

Iron & Steel



Media/Entertainment

Metal / Mining



NGO

Oil & Gas Exploration



Oil / Refining and Marketing

Paints



Paper

Petrochemicals



Pharmaceuticals

Power Equipment



Power

Real Estate



Semiconductor

Software & ITES



Sugar

Textiles



Transport & Logistics

Tourism





# CLIENTELE

# Memorable Experiences

Over the last few decades, we have received a generous share of bouquets and also, occasional brickbats for the work we do.

I am extremely happy to say that you did a fantastic job with the survey conducted for TLC, in order to understand where we stand as a community and how do we go ahead in making it a pocket of excellence in India. You not only published your findings from the survey in a well-articulated and concise manner, you went ahead and gave us some valuable inputs that we have implemented with success at TLC.

## **RAJENDRA BAGWE**

Founding Partner and Director, Reliable Group and Group Mentor to over 500 Companies

Sumeet has a wealth of knowledge & experience of the corporate sector. However as an NGO, we are extremely happy with the way he is able to relate to the social sector, with the same concept and principles. We have had very positive feedback from participants of the workshops he has conducted.

## **BIJU MATHEW**

Deputy Director - Programmes, Sense International (India)

On the whole, the Workshop structure and flow was fantastic! It was more practical and less theoretical. Audience participation and involvement was very high. The best part – there were hardly any PPTs.

## **ALOK JHAMB**

Managing Director - Voestalpine High Performance Metals India

Success in business requires training & developing people. It has been famously said that: 'If you want to build a ship, don't drum up people to collect wood and don't assign them tasks and work, but rather teach them to long for the endless immensity of the sea'

## **MANOJ NAIGAONKAR**

GM (Operations),  
Rishabh Instruments Pvt. Ltd.

The bit on Interviewing Skills was an excellent mix of theory and practice!

## **SOMNATH BISWAS**

Managing Director, Freyssinet Menard India

The trainer was very good. He gave lots of live examples to keep the training interesting.

## **SANJAY KHARE**

VP & Director - Volkswagen India

Sumeet brings simplicity to a complex emerging field like HR Analytics!

## **JYOTIRMOY BOSE**

CEO, White Spaces

The workshop was organized well and tried to cover more within the specified time.

## **GEETHA KRISHNAKUMAR**

Manager, IDBI Bank

Well-conducted Workshop. Extremely helpful for HR Professionals in a Business Partner role.

## **SHALINI KAPOOR**

Manager, PwC

What I found most helpful about the training: well-organized with relevant inputs/facilitation which was important given the short duration of the program.

## **ABHAYA PRADHAN**

DVP-HR, HDFC Bank

The most useful part of the Workshop were the illustrative examples and interactive sessions.

## **AMIT KHANDELWAL**

Finance Controller - Solution Center, Schneider Electric India

Excellent ability to explain clearly and encourage discussion approach.

## **NARENDRA PATWA**

AGM, Idea Cellular



Wish to get in touch with us, feel free to reach  
any of our Partners, closest to you

**Sumeet**  
Founding Partner  
Mumbai - 9998822978

**Kamal**  
Founding Partner  
Singapore - +6592717720

**Giri**  
Senior Partner  
Bangalore - 9591311666

**Bharat**  
Associate Partner  
Delhi - 9811854995

**Shweta**  
Associate Partner  
Mumbai - 9011574059



**YOUR HR BUDD®**  
Learn. Share. Grow

Ground Floor, 'B' Wing - Kanakia Wall Street, DBS Business Center, Andheri-Kurla Road,  
Andheri (E), Mumbai, Maharashtra - 400 093

[www.yourhrbuddy.org](http://www.yourhrbuddy.org) | [info@yourhrbuddy.org](mailto:info@yourhrbuddy.org) | +91 22 4880 9985