



EDU WIZE

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**PROFILE  
2017**



## WHO WE ARE

Our aim is to achieve sustainable change, not just do cute little make overs.

We do not do ordinary!

We are a group of forward thinkers with creative ideas and a strong focus on sustainable change interventions.

Albert Einstein said: “Problems cannot be solved by the same level of thinking that created them” and this is what we live by.

We will analyse your challenges from all angles and provide you the best solutions that will make you stand out above the crowd.

The Edu-Wize philosophy has been developed over time, based on extensive research and the collective practical experience of our team.

## CONTENTS

1. HR Services
2. Recruitment
3. Consulting
4. Training and Development
5. Team Building
6. Employee Wellness Programmes
7. Process Improvement
8. New Venture Creation

## HR SERVICES

Our objective is to support you in the development and implementation of a robust people strategy that will help you better achieve your business goals. Through a comprehensive evaluation of your needs and strategic objectives be able to suggest and engage the right services, allowing you to focus on your core business operations.

A regular occurrence within the HR landscape of today is the necessity to proactively manage compliance. Our team will be there to support you, every step of the way.

### Strategic HR:

Our strategic HR services is aimed at identifying gaps between your HR strategy and implementation which includes;

- Role definition with work design, job descriptions, person specifications
- Managing employees from entry to exit
- Induction plans for new employees
- Personal development plans
- Performance management
- Talent management and succession planning
- Skills and training matrixes
- Process reengineering
- Team building events



### Transactional HR:

We ensure that your HR office runs smoothly while ensuring that you comply with the necessary statutory requirements, company policies and good corporate governance. Services include:

- Onsite and offsite HR outsourcing.
- Managing employees from on-boarding to exiting.
- Drafting company policies and procedures to ensure compliance.



## RECRUITMENT

In a recent survey, it was found that on average, corporate companies were taking between two and six months to fill external vacancies. In some cases, the process takes up to 9 months +. This is far too long!

It's a given that candidates need to have the necessary experience, qualifications and skills to secure themselves a job. From there, it is the responsibility of the business to ensure all internal stakeholders involved are adequately trained and on-board with the recruitment and selection process.

This means that line management should make themselves available, be well briefed and trained to ensure the process flows smoothly. We can assist with process mapping the recruitment process with time lines and responsibilities incorporated into each step of the process. Not only will this ensure efficient and speedy decision making to secure the best candidate for the job and eliminate the uncertainty that typically and unnecessarily stresses the team out.

We understand every business is different and has different needs. Edu-Wize's consultative approach takes into account your business requirements, the organisational culture and team fit to ensure successful placement of candidates.

## **Option 1: We train you to be a recruiting machine**

We offer a comprehensive training programme aimed at first line managers. Upon completion, managers will be equipped with best practices to select the perfect candidate and they will be aware of the many pitfalls of poor recruitment practices. The programme includes the full spectrum of the recruitment process as outlined below.

## **Option 2. We recruit on your behalf**

We can also manage the full process on your behalf. You let us know when a position becomes vacant, we will consult with you to determine your exact requirements and we will manage the process from there.

- Obtain a clear understanding of the inherent requirements of the job
- Obtain a clear understanding of the cultural environment
- Review the job description and person specification
- Draft a compelling job advertisement
- Shortlisting
- Consider the applicant's skill, personality and team orientation
- Robust qualifications and references checking
- Psychometric testing where required
- Process map the interview process
- Draft structured Interviewing questionnaire and agree appropriate interviewing techniques
- Train the interview panel
- Draft a personal development plan for the successful candidate
- Draft an induction plan



***We told you we are different so here it is.... we charge a set fee to recruit, no %'s!***

## Consulting

Studies have shown that approximately 75% of business transformation efforts fail and consequently do not sustain themselves over the longer term. Edu-Wize focuses on the development of critical organisational enablers which aims at transforming the organisations culture, resulting in a more effective and sustainable change effort. The following key elements is ingrained in everything we do

- Encouraging Transformational Leadership
- Establishing an Adaptive Change Culture
- Implementing the Continuous Improvement Philosophy



The Edu-Wize team has combined experience across most industries. We offer a diverse range of skills and services and if we don't have the answers to solve your problems ourselves, we will recommend a specialist professional from our own network.

Our team is committed to deliver a sustainable result and we propose to work with you in the following way:

**Phase one** of the process commences with a business needs analysis with input provided by your leadership team. People drive processes and the analysis will focus on identifying the various factors which impact on employee performance. Taking this into account, the skills development in your business will be aligned to your organisational goals. At the end of the assessment we will together prioritise your identified needs and we will outline the return on investment of your anticipated spend and the results you are likely to see.

Phase two will depend on the needs identified in phase one. To give you an idea, if it is training and development related we will commence with the development of a comprehensive skills and training matrix for the organisation which incorporates the findings from phase one.

***We told you we are different so here it is.... we charge a set fee depending on the service you require, no \$'s by the hour!***



## TRAINING AND DEVELOPMENT

Hire for attitude, train for skill!

Edu-Wize will work in partnership with your organisation to upskill employees to benefit both the organisational future goals as well as the employee's personal development. Partnering with Edu-Wize to invest in upskilling your people is a relationship we value and take great care in fostering.

We believe that people will contribute positively when they are emotionally invested. We are therefore not typical trainers at Edu-Wize but rather facilitators of learning.

We offer a wide range of training programmes, follow the link for more detail on each

## TEAM BUILDING

It takes team work [ or the lack thereof ] which eventually determines the success or failure of a project. Team building in the workplace becomes essential for several reasons:

- Fosters better and open communication;
- Improves professional relations, understanding and co-operation and reflects in the quality of work being done;
- Significantly contributes towards employee motivation and
- Builds trust among the employees and thereby ensuring better productivity.

We will tailor one of the many team building events that we have in our library to accommodate your budget and identified need ranging from problem solving, decision making, communication, time management or just to have a bit of fun.



## EMPLOYEE WELLNESS PROGRAMMES

A healthy workforce is a more productive workforce! Just think how much you have lost due to sick days over the past year? How much of that was preventable? Yes, changing our behaviour is ultimately up to each of us as individuals. However, employers have a tremendous opportunity to help their employees see the value of adopting healthier behaviours.

Research has shown that a supportive work environment, where owners and managers reinforce a sound wellness strategy, can keep employees motivated and engaged. Wellness programs can be used to drive and reinforce healthy behaviours, bringing benefits to both the employer and employee.

Employers may utilise a wide range of wellness initiatives such as smoking cessation programs, flu shots, subsidised gym memberships and more. While some businesses have instituted very comprehensive wellness programs, others have achieved savings or increased productivity with just a few simple activities that promote healthy behaviours.

What's most important is to look after your most important asset, your people! Commit to wellness promotion in the organisation and we can help you to set that up.

# HOW TO GET AT THAT BUSINESS IDEA STUCK IN YOUR HEAD

We all know that feeling!!! a great idea sparks in our head and we feel amazingly invigorated. The adrenaline rushes through our bodies, we want to clap our hands together and jump in the air. We might even let out a whoop of joy before we rush off to write it down or to tell someone.

**BUT** sometimes, between the thinking, the writing down or telling someone, we get stuck. The solution that was crystal clear in our head minutes ago is sounding wishy washy when we say it out loud.....it just doesn't come out right.

When we get stuck like this we feel frustrated because in our minds we can clearly see the possibilities but we just can't fully express them or have them materialise. On the upside, once we know what's blocking us from expressing ourselves, there are some pretty easy fixes to adjust our thinking and to make our dreams come true.

**THE EDU-WIZE NEW VENTURE CREATION PROGRAMME** can help you to turn those blurring ideas into reality. Over ten months you will work with a group of likeminded people and successful entrepreneurs to gain a range of essential skills ranging from personal mastery, financial planning, understanding your market, exports, essentials of strong team cohesion, sales platforms, communicating and presenting your ideas to prospective investors/ buyers, basic business management principles, contract management, tendering and much more. At the end of the programme you will walk away with:

- Business plan
- Marketing plan
- Financial model
- Action plan
- Invaluable knowledge to start your own business

Strong emphasis is placed on the mentoring and coaching of participants, not only for the duration of the programme but also once the business is established. Knowledgeable guest speakers will address the groups on specialist topics and the group sessions are run on an interactive basis rather than lectures..... do not expect anything ordinary in this programme!

The Edu-Wize facilitator will tap into your skills and experiences to ensure a full understanding of the capabilities of each participant .....everything necessary that you need to know to become a successful innovator, entrepreneur and leader who can tackle grand challenges and change the world!

The programme consists of 11 core, 9 fundamental and 15 elective topics. Fundamental and elective topics will be agreed between the participant and the facilitator based on the attendants past experience and personal interests.



## What you will get

- A workbook for each topic covered in this programme.
- Practical, no fuss guidance and support.
- A complete 360 degrees coverage of everything you will need to realise your idea.
- A completed business plan with clear identified actions and financial modelling.

## What you will give

- Your time to attend a workgroup once a week
- Investing a few of your \$\$\$\$\$\$
- Your focus and commitment
- Your big thinking and creative ideas

Further enquiries can be directed to [info@edu-wise.com](mailto:info@edu-wise.com)



## PROCESS IMPROVEMENT

We can show you how to make a “lean thinker” out of any member of your team.

Process Improvement is the proactive task of identifying, analysing and improving upon existing business processes within an organisation. Processes can either be modified or complemented with sub-processes or even eliminated for the ultimate goal of improvement. When implemented successfully, the results become obvious in product quality, customer satisfaction, customer loyalty, increased productivity, development of the skills of employees, efficiency and increased profit resulting in higher and faster return on investment.

*Involve our highly experienced Lean team to identify and eliminate the waste lurking in every process!*

## THE WAY FORWARD

A project plan will outline how Edu-Wize will collate and manage the entire process to ensure maximum return on your spend

## CONTACT DETAILS

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