

# ZETHRA CONSULTING

HR-LEGAL EXPERT

Dear Respected Client,

I would like to introduce our company PT. Zethra Asia Pratama known as ZETHRA CONSULTING, which has been in business HR and Legal Consulting start from 2015.

We have been an established on professional and expert consultant in HR and Legal. We have never compromised on the quality and the services provided to the customer. And we believe in keeping the customers happy and providing them with services at a very competent price.

One of our services is Human Resource Consultancy. An organization will run smoothly if have qualified human resource management. There are five interrelated aspects that make up the HR management model: Strategy, system, structure, people, and culture. One in five of the above aspects had performed poorly will have a significant impact on other aspects. Therefore, every company must keep attention to the current conditions of the five aspects. We exist to help companies to ensure and develop the five aspects are run in accordance with the vision and mission of the company.

## HUMAN RESOURCE MANAGEMENT

### 1. STRATEGY

We help clients to determine, develop, and implement the strategy in order to improve performance and growth.

- ❖ Vision, Mission & Target

Great organizations must have a great vision and start with that vision. To achieve the vision, organizations need to breakdown their long – term vision into medium – term Target (Roadmap and Framework).

- ❖ Strategy Formulation

To achieve the target, organization must formulate an excellent strategy based on internal capabilities developments to face and compete external industry in competitive environments.

- ❖ Balanced Scorecard Development

Balanced Scorecard is an excellent methodology to implement strategy and monitor performance.

- ❖ Individual Performance and Goals Management.

To achieve target and execute strategy perfectly, organization must link their individual performance and goal with organization strategy. Every leaders in the organization must ensure the achievement of individual performance and goals.

- ❖ Strategy Execution and Monitoring

To ensure strategy is executed perfectly, organization must develop their leaders with initiative management skill and support them with dashboard system to monitor the progress of strategy.

- ❖ Strategy Evaluation

To improve strategy in formulation and implementation, organization must declare the achievement of strategy and also evaluate the weakness and disadvantages of the strategy.

**FRAMEWORK**

**6 STAGES STRATEGY AND PERFORMANCE EXECUTION EXCELLENCE FRAMEWORK**



1. Vision, Mission, Values
2. Gathering information about industry environment, business competition, government's policy and future projection.  
Roadmap, Strategy Map, Theme Map, organization KPI, Target, Strategy Initiative/  
Quick Win
3. Strategy Map, and Scorecard Strategic Function Unit. Individual Goals.
4. Initiative Charter and Project Management, Execution, Improvement in Strategic Process, Resources Capacity Planning, Budgeting.
5. Operational Evaluation, Dashboard Monitoring, Finetuning strategic and operational Strategy, Realigning.
6. Strategy Evaluation, Improvement for Next Strategy.

## 2. SYSTEM

We help clients to develop and improve their business process to make an effective environment for employees that will deliver values and satisfaction for customers.

- ❖ Value Chain & Process Mapping

For effective management of the organization, processes need to be identified and mapped according to the business values chain.

- ❖ Process Effectiveness Improvement

Organization must always improve their working process to make an effective process that will deliver good environment, better products and services to make stakeholders and customers satisfied.

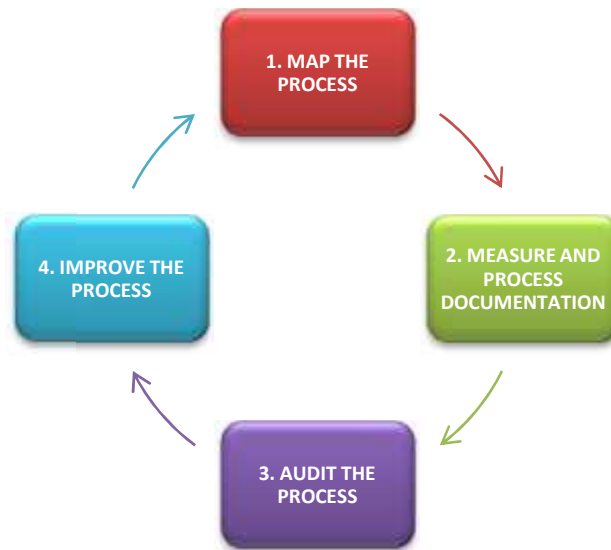
- ❖ Process Documentation / Standard Operational Procedure.

To keep the quality of products and services, organization must have Standard Operational Procedure as a working guidance for the employee.

- ❖ Process Audit

To keep the quality of products and services, organization must audit the existing process and implementation in regular basis to ensure compliance and find areas for improvement.

## FRAMEWORK



### 3. STRUCTURE

We help clients in developing and implementing the organization structure based on strategy, industry environment, and internal capabilities that will deliver working effectiveness for employee.

- ❖ Restructuring

Organization structure represent clarity in distribution of responsibility and authority in the organization. Organization structure must aligned with organization strategy and it's value chain. And organization must find a balance between horizontal (specialization) and vertical (authority) differentiation in defining the most effective structure.

- ❖ Job Design and Analysis

Job Design is a work arrangement (or rearrangement) aimed at reducing or overcoming job dissatisfaction and employee alienation arising from repetitive and mechanistic tasks. Through job design, organizations try to raise productivity levels by offering non-monetary rewards such as greater satisfaction from a sense of personal achievement in meeting the

increased challenge and responsibility of one's work. Job enlargement, job enrichment, job rotation, and job simplification are the various techniques used in a job design exercise.

- ❖ Job Evaluation System (Job Grading)

Job evaluation system is a methodology to define the value of a job (job grading) based on 4 principle system systems that are rank system, job classification system, points rating system and factor comparison system.

- ❖ Workload Analysis

To achieve organization right sizing, Workload Analysis Methodology is a useful tool in determining how many employee is needed to perform a job. By analyzing the workload, organization can better plan their man power (Man Power Planning).

#### **4. PEOPLE**

We help clients to empower human resource as an important asset that will contribute to the company's future growth and sustainability.

- ❖ Competency Model Development

Competency Based Human Resource Management (CBHRM) is the basic foundation for effective implementation in the existence of organization's competency model. Competency defined as skill, knowledge and attitude that is needed by certain position to perform an excellence work.

- ❖ Recruitment

To make a great team in organization, organization must have a good recruitment and selection methodology to identify the potential and the best candidates.

- ❖ Competency Assessment

This method is needed for development and employee judgement, organization must assess how good their employees in order to meet the competency requirements.

❖ People Development

Human resources is the most important asset to achieve the goals of organization. Organization need to prepare their human resources to face and win the new challenges by having an integrated development system.

❖ Career System

To attract employee get the best performance, they need to know their career path in the organization. It is very important to have an integrated career development system, so employee know what to do to raise their career.

❖ Talent Management

One of the key to achieve organization's goals is talent management system. Organization need to identify the best talent to locate them in the important position. The best talents are organization's asset that have to be developed, optimized and maintained.

❖ Reward System

To retain and improve a good performance, organization must have reward system to appreciate and raise employee motivation.

❖ Employee Engagement

Employee Engagement is a refinement to produce the best performance to support the implementation of organization's strategy. Engaged employees are emotionally attached and committed to the organization. Therefore, they are willing to "go that extra mile" and exceeds the expectation.

❖ Human Capital Information System

In era digital, Information System is the most powerful and effective tools for support organization in implementing Human Capital Management.

## 5. Culture

We help clients to formulate and implement the culture to improve business ethic and manner, business orientation, efficiency and also healthy working environment.

### HR MANAGEMENT FRAME WORK



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