



HR Consulting | Recruitment | Training | Testing | Education



*We are your partner to excellence in
corporate governance*

- One of the fastest growing Human Resource Consulting, Training, Recruitment, Testing and Training organization in Asia.
- Directors and consultants of international repute who have been visiting professors to several international universities.
- Exclusive trainers and consultants for some of the Fortune 500, Global 100 and BT 500 companies.
- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and result-oriented.
- More than 30 years of experience in our working domain.

For details, visit www.salahkaarconsultants.com



Mentoring exercises, self awareness, coaching instruments were simply great.

T. Raja Kumar
RIL Hazira

Your assessment tests were very useful for rating during promotion & recruitment decisions

B.P. Shah
IPCL

Strong conceptual background of faculty, rich experience and frank opinion at coaching workshops

Ajit Shah
Raj Quality Consultants

Thanks to Salahkaar Consultants for guiding me in my career. I have changed my domain of working. I am greatly thankful for making my professional and therefore PERSONAL life so different

Ujwal Swarup
ICICI Prudential

For more testimonials see [Testimonials](#)

Some of Our Key Clients



And Counting...



INTRODUCTION

Who are we?

Salahkaar Consultants is committed to the cause of enriching the Human Resource.

We provide consulting, training, recruitment, testing, executive educational, HRIS, HR-IT and related solutions in areas of HR, HRD, OD, Industrial Psychology and similar of our expertise.

Salahkaar Consultants was set up in 1983 with an aim to provide organizations with specialized Human Resource services. The organization is a specialized wing of the Council of Behavioral Research (CBR), a 30-year old organization devoted to research, publication, training and consulting in the areas of HR, other Behavioral Sciences and General Management.

We have a capability base in Human Resource knowledge, ranging from conceptual themes to functional expertise. There is constant effort to integrate human potential with technological advancement. Our strength lies in a successful synthesis of the macro (organizational) and micro (individual) perspectives for the all round growth of Human Resources.

Expertise

A pool of internationally reputed HR practitioners, Industrial Psychologists, Organization Behavior specialists, HRD and OD experts form the Salahkaar corpus. Their collective experience translates into more than hundred years of conceptual, applied and research-oriented solution providers.

We provide complete HRM, HRD and OD related consulting and training solutions to create a synergy between the organization, the individuals, its customers and the society at large.

We help companies optimally utilize their human potential in a manner that enables them to focus on their core organizational competencies.



Clients

Salahkaar Consultants is widely networked with industry experts and practitioners. We have had the privilege of being associated with industry leaders and successful enterprises in India and overseas. Our clients' list includes organizations from the Fortune 500, Fortune 1000, Global 100 and BT 500 list of companies.



Our Mission



Develop benchmark corporate governance practices through expert Human Resource consultancy, right recruitment, education and training. Partner our clients in enhancing the net worth of their human capital; build in them unique competencies that will bring sustained organizational growth and competitiveness.

Our approach

We provide customized services to our clients, depending on their specific requirements and needs. Detailed discussion and analysis is used to design appropriate programs to suit the company's needs. Relevant tools and techniques are used for training purposes. Our attention to detail and techniques has helped us build with our clients enduring relationships of mutual value.

Our Belief

Progressive organizations from time to time need certain consultative opinions and services from experts, appropriate, competent and affordable advisors in order to optimize their effectiveness and profitability. These value additions are helpful to improve upon the life cycle stages of organizations, beat competition in the most cost effective and time saving ways.



Our Vision

To aid organizations in developing systems of most efficient corporate governance through best utilization of their human potential.



CMD & Chief Consultant (A short introduction):

Professor (Dr.) C.N. Daftuar, D.Litt., a specialist in HRD, OD, Organizational Behaviour, Industrial and Organizational Psychology & Ergonomics. He is the only D.Litt. in Organizational Behaviour in India. He is a recipient of the prestigious title Man of Year-1997 by the ABI, USA and is quoted in Marquis' WHO'S – WHO among world eminent scholars. He has been the Head of Dept. of Psychology, M.S. University of Baroda, India.



He has participated in numerous national and international seminars and conferences and had the honor of presiding over some of them. He was National Associate of the UGC (1978) and has won several awards (including Times Research Foundation Award, 1985) and Distinguished Leadership Award by ABI, USA.

Prof. Daftuar has more than 40 years of teaching, research, & consulting experiences and has been a visiting faculty/scientist to several national and international organizations including the University of Technology, Loughborough-U.K., University of Cambridge-U.K., Railway Staff College, Baroda, Bank of Baroda Staff College, Institute of Public Enterprises, Hyderabad, IIT, Kanpur, Academy of HRD, etc. He has published over 3 books and over 100 research based articles in Indian and foreign journals. He has guided over a dozen Ph.D. and post-doctoral students. Prof. Daftuar has also constructed and published about two dozen behavioral and psychometric tests and HRD tools.

Prof. Daftuar has been a consultant trainer to several organizations in India and abroad.

Our Services

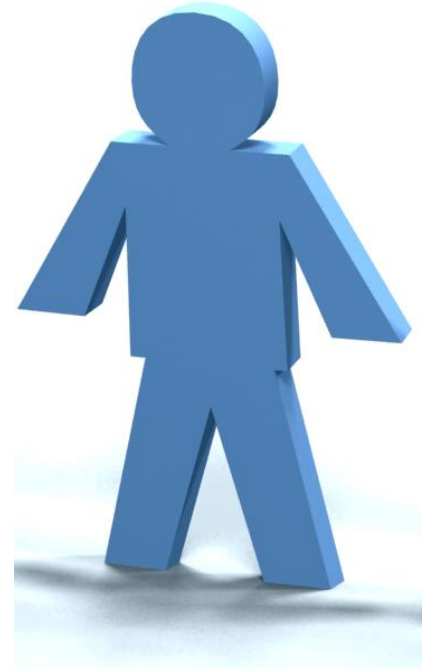
Salahkaar provides the entire gamut of HR services from HR Consulting including HRIS and HR-IT, Recruitment, Executive Training, Recruitment, Personality and Skill related test development to Distance Education for maintenance and growth. Brief list is here for your considerations.



HR Consultants and Advisors for intervention



- a) Competency Mapping
- b) Assessment Center
- c) HR Audit and Gap Analysis. Fill it with best practices.
- d) Revamp HR Process
- e) Develop HR Department
- f) Development of Organization culture
- g) Labour unrest consulting
- h) OD, OB intervention



2) Training

- a) HR Training viz. Competency Mapping, Assessment Centers, Psychometric, etc.



- b) Soft Skill Training
 - i) Negotiation Skills
 - ii) Team Building
 - iii) Leadership
 - iv) Sales Development
 - v) Leadership Development
 - vi) Interpersonal skills
 - vii) Mentoring Skills

3) Recruitment



- a) Executive Search (Management Hire) viz. Director, GM level hire
- b) All other recruit across all industries and levels. 7 industry expert teams to support your need.

4) Testing / Assessment

We offer the following under Testing / Assessment



- a) Honesty / Ethical Testing
- b) Sales Aptitude
- c) Team Work
- d) Personality Testing/ Profiling
- e) Behavioral assessment
- f) Attitude / Interest testing
- g) Sales & Marketing expertise
- h) Job & Work analysis

Name the skill and team of PhD educated researchers and industry experts will propose tests for you. Available in two ways

- a) Off the Shelf
- b) Tailor Made, as the situation demands since we believe in solutions which should be fitting to your unique situations.

5) Distance Education Courses



- a) Certified Competency Mapping Manager (CCMM)
- b) Certified Psychometrician and Assessor (CPA)
- c) Masters Diploma in Industrial Psychology, OB & HRD (MIO & HRD)
- d) Performance Management and Counseling Expert (PMC Expert)
- e) Employee Retention and Job Satisfaction Expert (ERJS Expert)
- f) Certified Competency Mapping Expert (CCME)

HR Consulting now include HRIS / HRIT consulting and implementation



HRIS (Human Resources Information System):

Automates and helps HR executives for usual job roles such as Attendance, PF, Training, Recruit and many more.

HR IT (Human Resource Information Technology): Develop employee web site like job portal or extend your present company site with automated resume submit option



“United We Stand”



Organizational Diagnosis and Solution

We provide consulting (advisory) services to organization on HR, Industrial Psychology and related fields. We identify organizational strength and maladies and offer prognosis, a course to better on strength areas and solutions for maladies. Our consultancy services aims to bring about a synthesis between organizational requirements, individual growth and aspirations. Some of the key areas are as follows:



- Absenteeism
- Attitude and Motivation Surveys
- Employee Position Evaluation System
- Employee Satisfaction and Engagement Survey
- Ergonomic Solution
- Managerial Competencies Survey
- Managerial Ethics Audit
- Organizational Climate Survey
- Organizational Health Survey
- Spiritual Audit
- Strategies for Organizational Development
- Surveys on Specific Issues such as Salary Structure, Job Conditions and Compensation Packages

HR Design

- Balance Score Cards
- Change Management
- Competency Mapping
- HR Audit
- HRD Audit
- HRM Strategy and Practices
- Individual Development Plan
- Job Analysis and Job Design
- Organizational Development
- Organizational Restructuring
- Performance Appraisal Systems
- Performance Management System
- Potential Appraisals
- Role Analysis and Role Definitions



HR Solution

- Absenteeism Counseling
- Accident Counseling
- Behavioral Solution for accident prevention
- Competence Mapping
- Employee Discipline and Motivation Intervention
- HR Manual
- HR Policy Manual
- HRD Audit ,Diagnosis and Solution
- HRD Manual
- Managerial Competencies
- Organizational Process Analysis
- VRS and its after-effects



TRAINING & DEVELOPMENT

Training is costly but not to train is costlier.

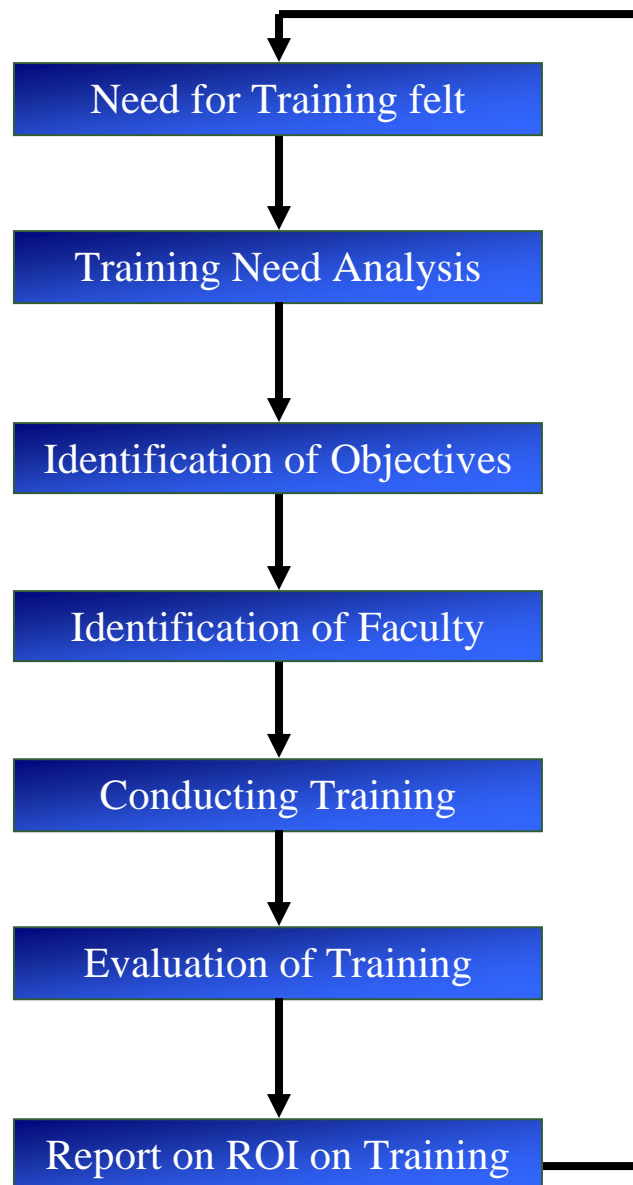
-Jawaharlal Lal Nehru



TRAINING AND DEVELOPMENT is a subsystem of an organization. It ensures that randomness is reduced and learning or behavioral change takes place in structured planned way.

The principal objective of training and development division is to make sure the availability of skilled and willing workforce to an organization.

It is a learning process that involves the acquisition of knowledge, sharpening of skills, concepts, rules, or changing of attitudes and behaviors to enhance the performance of employees. Learning simply means **“Change in Behavior”**. This is what we mean by training and that is what we aim at.

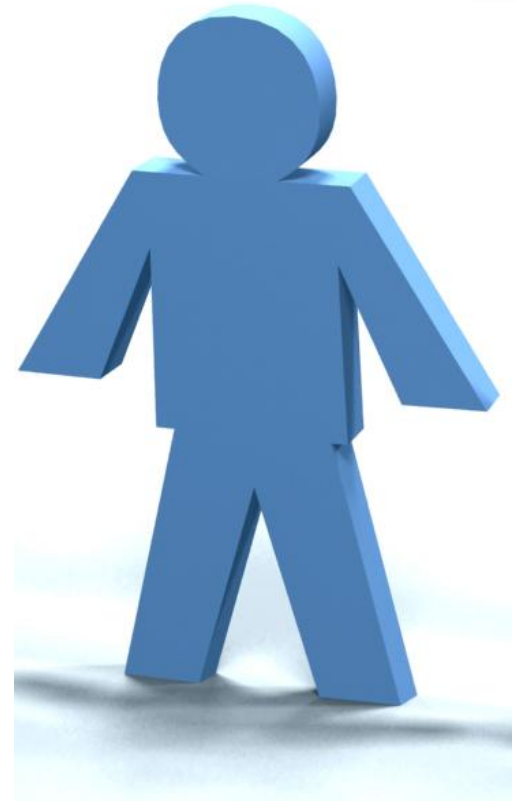


Achieving Excellence through People

Unless Organizations are committed to excellence no organization can dream of world class break strength. Excellence through people is imperative for all organizations, regardless of size or sector.

Assertiveness Training balance between passivity and aggression

Assertiveness training is a form of behavior therapy designed to help people stand up for themselves—to empower themselves, in more contemporary terms. Assertive responses promote fairness and equality in human interactions, based on a positive sense of respect for self and others.



Assessment & Development Centers

Assessment Center is an advanced method of assessing manager's business, functional and personal qualities. It provides a clear picture of strengths and weaknesses of individuals and focuses organization on development of critical skills and competencies of its employees.

Being successful is in the eyes of the beholder

Personal effectiveness means making the most at all personal resources at our disposal - our personal talents, energy and time relative to what's most important to us. It is like money management or investment - we want to get the best return on our resources.





Break the Ground: Creating Positive Work Attitudes and Work Culture

A positive attitude at the workplace will prepare you for reaching peak performance while creating a can-do culture.

Coaching for Leadership Excellence

Coaching is the process of passing on your knowledge or your skills to other people to support and give necessary guidance to managers to reach their maximum potentialities.

Communication – Understand and get understood

Communication is essentially the transfer of ideas, messages or information from one person to another. It is effective when it gets the desired meaning conveyed to the fixed person. **Basic communication skills** are essential for continued success, whether personal or professional. At the very base one needs to understand the communication process.



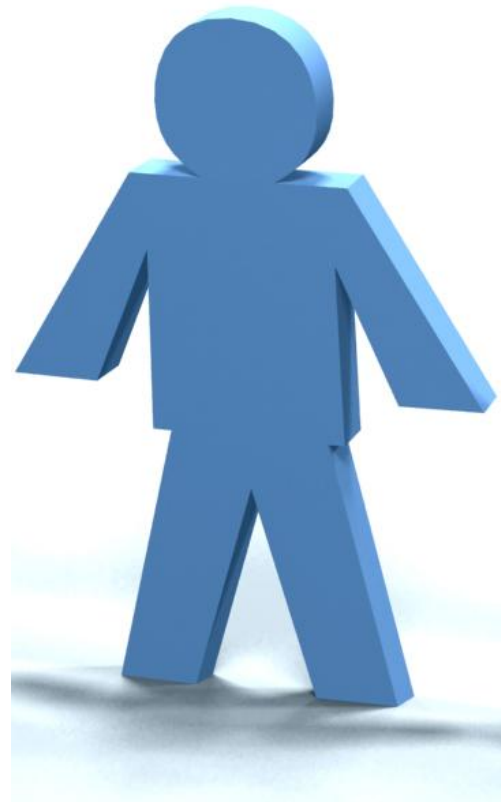
Competency Mapping

Competency mapping is a process of identifying key competencies of people with reference to a particular position in an organization, and then using it for training and development, performance management, and succession planning.



Conflict Management – Brightest light is born of darkness

Conflict is the result of people having differing needs, opinions, and expectations. The reality of conflict is that in any human relationship it is inevitable. More importantly, if handled well conflict provides a powerful avenue for significant growth. That's developing good **conflict resolution techniques** all about.



Creative Problem Solving

Creative problem solving is the mental process of creating of novel solutions to problems. It is a special form of technique in which the solution is independently created rather than learned from others. Creative problem solving always involves creativity



Decision Making

Decision-making is dedicated to **studying the elements of a great decision making model**. In particular, we will be considering how you already have this model available to you and how you can choose to run it easily and elegantly so that you make the choices that allow you live a life with purpose and passion, moving in a direction that's right for you, while **saving you time, money and effort**.



Ergonomics

The term "**Ergonomics**" means **different things in different context**. Historically, Ergonomics was another name for Human Factors. Today, Ergonomics commonly refers to designing work environments for maximizing safety and efficiency.

Emotional Intelligent Quotient (EQ)

Intelligence regarding the emotions especially in the ability to monitor one's own or others' emotions. The EQ concept argues that IQ, or conventional intelligence, is too narrow; that there are wider areas of emotional intelligence that dictate and enable how successful we are.



Feedback – Everyone you meet is your mirror

Feedback is about assessing individual performance to determine if:

- performance expectations are being met
- results are being achieved

GOALS - The Power Line to Success and Achievement

Goal Setting helps managers and employees to clarify job expectations, reduce anxiety, improve focus on important jobs, improve decision making capability and thus improve performance. By effectively managing employee goals, organizations can improve employee efficiency up to 100%.



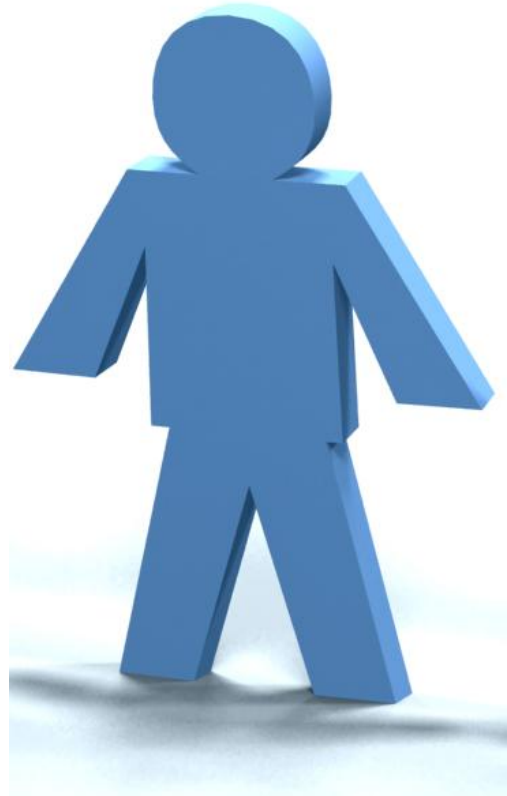
Growth Circle / Personal Growth Labs

A Spiritual Growth Circle is a coming together of two or more persons to gain team development, insights or personal guidance through meditation, meditative states and dream work.



Leading Beyond Horizon through Experimental Learning

Effective leadership can happen on the dance floor of conversation. Leadership is an interactive conversation that pulls people toward becoming comfortable with the language of personal responsibility and commitment.



Life is Calling – Manage Time



Time management is often thought of as getting organized and managing your “To Do List”. However, time management is actually much more important than that. Time Management is about Life Management.

Making the Future Today

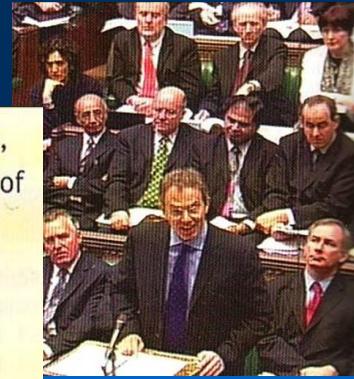
A dynamic approach to anticipating and preparing for what's ahead to enhance an understanding of the future and the influences which will affect personal, professional, organizational, and community settings.

Mentoring Skill

A mentoring relationship is usually where one wiser and more experienced person assists another person to grow and learn. It is not a new management technique. Since humans have lived in social groups we have learnt our norms, values and behaviors by the example and coaching of others.

Managerial Effectiveness

It is the responsibility of managers to manage, and to achieve results through the utilisation of human resources and the efforts of other people. The way in which managers exercise their responsibilities and duties is important. Consideration must be given to the effective management of people. Managers are only likely to be successful if they adopt certain basic managerial philosophies and an appropriate style of behaviour. Attention must be given to managerial performance and effectiveness.



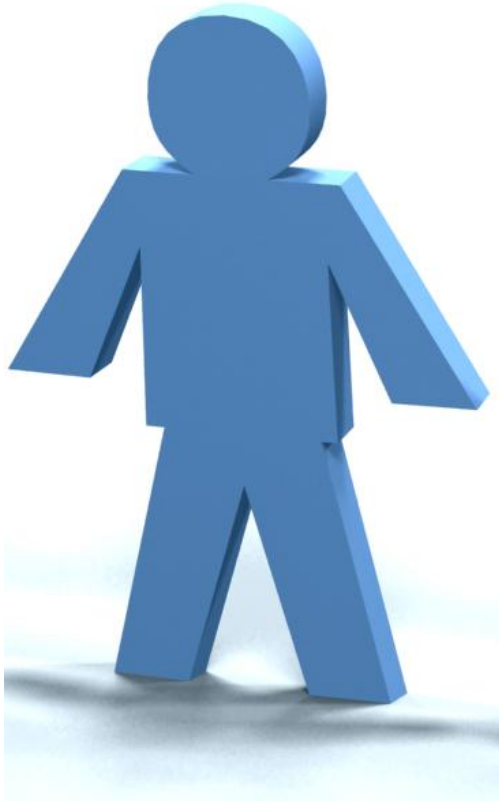
Performance Appraisal

Performance appraisal systems began as simple methods of income justification. That is, appraisal was used to decide whether or not the salary or wage of an individual employee was justified. A performance appraisal carried out for professional and administrative personnel and a confidential employee performance appraisal contains the names and job titles of employees and the department for which they work.

Propelled to Action (Motivation is what gets you started)

Achievement motivation is the tendency to endeavor for success and to choose goal oriented success or failure activities. If you're sincere, praise is effective. If you're insincere, it's manipulative. Achievement motivated people prefer to work on a problem rather than leaving the outcome to chance. Achievement motivated people work for success.





Psychometric Based Collaborative Coaching

This is an indigenously, in-house, model of coaching developed by Salahkaar Consultants which emphasizes collaborative efforts by the Coach and the Coachee to achieve the pick of excellence.

Psychometric Testing & Measurement Techniques

Psychometric tests are a way of assessing a person's ability or personality in a measured and structured way. Certain Psychometric tests are used by employers in their recruitment process, to help them recruit the right people with the right mix of abilities and personal qualities. Other Psychometric tests can help people (job seekers, students, etc...) with career decision making.

Self assessment and development

Self-assessment is a tool that involves performing a critical analysis of one's own goals, interests, skills, and experience. Among its many applications in the business world are employee development, team performance, and organizational change efforts.

Train the trainers

When trainers themselves receive training, it is usually aimed at familiarizing them with the specifics of a new or revised module or program. We tailor train the trainer programs to your specific training needs.



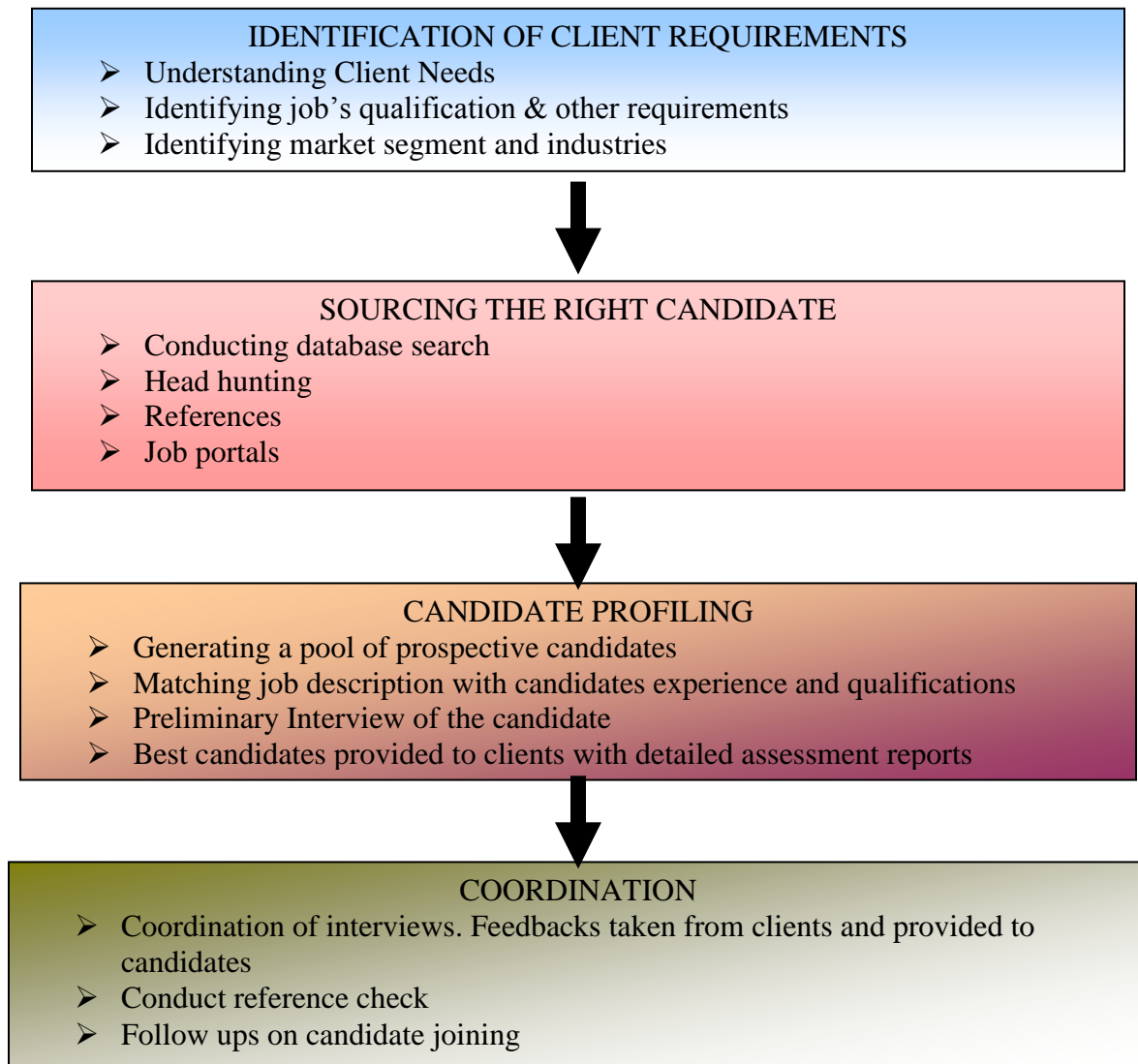
RECRUITMENT SERVICES



We are one of the leading recruitment firms in India. We do complete sourcing, preliminary screening, coordinating with candidates and salary negotiations. We are qualified to provide consulting support right from the development of job analysis, job description to final placement.

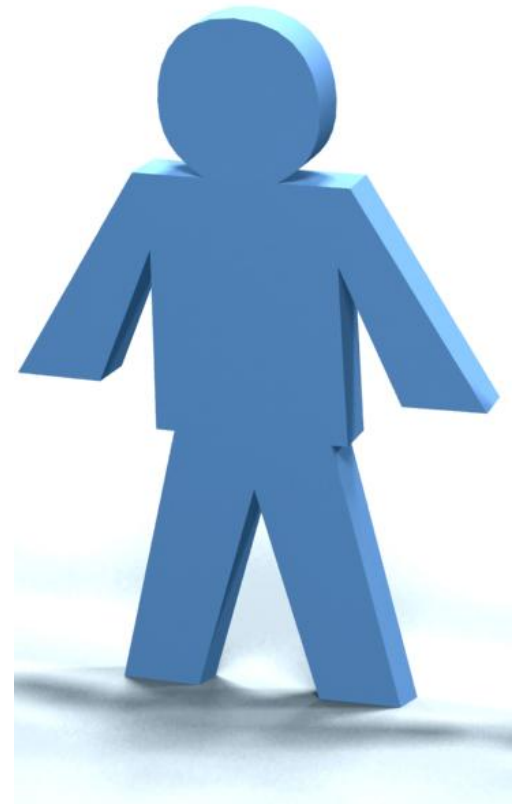
OBJECTIVES

- To attract potential employees into the roles of the company
- To make a positive impact with our clients, thereby increase the goodwill and equity for the Company, leading to better market standing.



OUR UNIQUE RECRUITMENT CHECKLIST

- We bring a customized and personalized recruiting solutions to fit your particular needs
- We don't fish in the same pond like job portals only. We headhunt from your competition business.
- As per mandate we do candidates' in-depth Behavioural Interview, Personality Profiling, and Reference Check at previous organisations and Back Ground Check from present or previous employers.
- Our hiring recommendations are based on our strong process called **SAHCA** that has testing of **skill, attitude, honesty, cultural fit and our anti-job-hoppers'** filters.
- When needed we can deliver @ 48 hours response time for your quick hiring need.



- We visit multiple sourcing channels but present only 3 best suitable candidates for each position. So we may work with 100 resumes, many interviews and give you an able candidate not just resumes. We can even aim for a ratio of 1:1 resume presentation to hiring.
- We do recruitment & executive search services for all locations, in India and abroad.
- Ours is an expedient & cost-effective way of working
- We assure that we will not send junk to you. Our profiles are double checked by two consultants before reaching you.
- We do police record and education verification at related police station and education institutes.
- We have team of industry's experienced consultants and head hunters to do short listing and quality checks.

TESTING



Testing and Assessment in areas such as Selection, Recruitment and Counseling

We construct several tests. We take a complete assignment right from need recheck - construction - administering - analysis and finally solution for the need area. These assessments also bring about a better employee-job fit. The purpose is also to help employees achieve their maximum potential, while bringing about organizational growth.

- Aptitude Testing
- Assessment Centers
- Assessment-Based Career Planning and Counseling
- Development Center
- Educational Counseling and Vocational Guidance
- Employees' Personality Profile
- Enhancing Mental and Physical Health at the Workplace
- Ergonomic Testing and Check listing
- HRD Functions and Climate Surveys
- IQ, EQ and SQ Testing
- Managerial Ethics Audit
- Organizational Process Testing
- Performance Counseling
- Personal Counseling
- Personality and Psychometric Testing
- Potential Testing and Assessment
- Selection, Placement, Transfer and Promotion
- Testing and Assessment for Recruitment

DISTANCE EDUCATION PROGRAMMES

If you value the pursuit of knowledge, you must be free and willing to follow wherever that search may lead you



OUR DIPLOMA & CERTIFICATE COURSES

- **Certified Competency Mapping Manager (CCMM)**
- **Certified Competency Mapping Professional (CCMP)**
- **Masters Diploma in Industrial Psychology, Organisational Behaviour & Human Resource Development (MIO & BHRD)**
- **Certified Psychometrician & Assessor (CPA)**
- **Performance Management System Expert (PMSE)**



INTRODUCTION TO COURSES



1) Certified Competency Mapping Manager (CCMM)

Fees: Rs.17, 000/-

Duration: 3 months, Certification Course

OBJECTIVES

- To understand the concept of Competency and competency-based HR practices.
- To understand the various approaches towards building Competency Model.
- To develop knowledge of developing Competency Dictionary. Create Scales and its Range for competencies.
- To develop knowledge to identify Criterion Sample and understand the different Data Collection Methods.
- To develop an understanding of the ways to integrate applications of Competency Model in Recruitment & Selection, Performance Management, Training & Development, Deployment, Promotion, etc.
- To learn how to develop the mapped competencies (Training and Development).

2) Certified Competency Mapping Professional (CCMP)

Fees: Rs. 25, 000/-

Duration: 5 Months, Diploma Course with project work

Objectives

- To understand the concept of Competency and competency-based HR practices.
- To understand the various approaches towards building Competency Model.
- To develop knowledge of developing Competency Dictionary. Create Scales and its Range for competencies.
- To develop knowledge to identify Criterion Sample and understand the different Data Collection Methods.
- To develop an understanding of the ways to integrate applications of Competency Model in Recruitment & Selection, Performance Management, Training & Development, Deployment, Promotion, etc.
- To learn how to develop the mapped competencies (Training and Development).



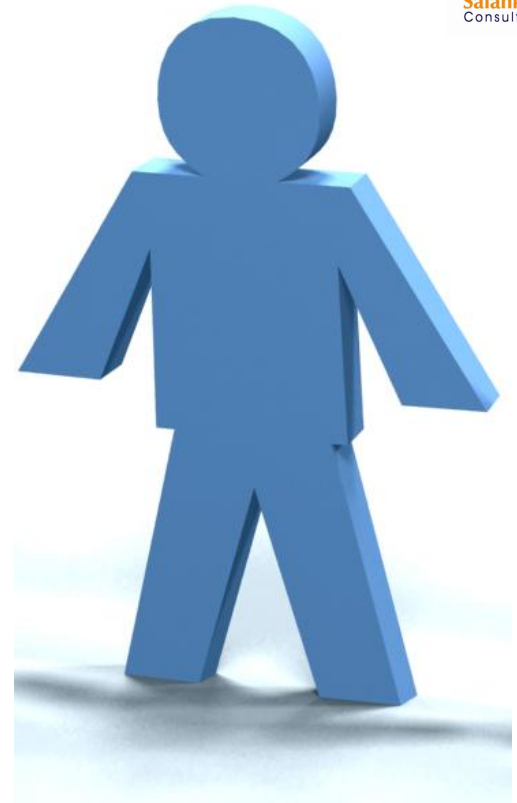
3) **Certified Psychometrician and Assessor (CPA)** Covers A & B level of British Psychological Society and more

Fees: Rs.23, 500/-

Duration: 6 months, Diploma Course

OBJECTIVES

- To acquaint the students to the traditional as well as the contemporary trends in the fields of Industrial and Organizational Psychology.
- To acquaint the students with the basics of research methodology as applied to psychometric testing.
- To give a comprehensive training in psychological testing, test construction and administration,
- To give students detailed ideas about certain popular and important tests.
- To give students hand on experience of Psychological Testing.



4) **Masters Diploma in Industrial Psychology, Organizational Behavior and Human Resource Development (MIP, OB, HRD)**

Fees: Rs.24, 500/-

Duration: 6 months, Diploma Course

OBJECTIVES

- To equip students with **Theory** and **Application** in the field of Industrial Psychology, OB, and HRD.
- To familiarize students with the **application** of principles of behavioral sciences and HRD so as to improve personal and organizational effectiveness, to create ideal work culture, to become expert OB, HRD and OD practitioner.
- To help students achieve higher productivity and profitability through better **quality of work life** for themselves and their colleagues.

5) **Performance Management System Expert (PMSE)**

Fees: Rs.12, 000/-

Duration: 2 months, Certificate Course

OBJECTIVES:

- To maximize individuals' performance and potential with a view to attaining organisational goals and enhancing overall effectiveness and productivity.
- To provide opportunities to the students for development.
- To evaluate performance and improve communication between managers and staff on managing performance.

All certificates and Diplomas for our distance education courses are issued by **Salahkaar Consultants** which is recognized by the IAAP and Council of Behavioral Research.

You will be trained by a team of country's best know HR trainers, led by Dr. (Prof.) C N Daftuar, D.Litt

Dr Daftuar is first Indian D.Litt. in OB .He is also a Behavioral Scientist and has been visiting faculty to Cambridge University - U.K., and Loughborough University of Tech. - U.K.

Some of the details of Dr.Daftuar are here:

- He was invited to chair a paper session during the 24th International Congress of Applied Psychology (IAAP), San Francisco.
- Nominated for Man-of-the year - 1997 title by the ABI, U.S.A.
- Offered Foreign Affiliate Membership of American Psychological Association, USA.
- Awarded Hon/Free membership of International Association of Applied Psychology (Holland)

Dr Daftuar's details can be obtained from Google search or by following this link:
<http://www.salahkaarconsultants.com/?PgNo=2&ArtNo=4>



HRIS / HRIT.....



➤ **HRIS – HCM (Human Capital Management)**

HRIS HCM is a highly affordable, web-based software solution that offers a wide range of features including employee self service (ESS). It is a mature, evolved solution with a wide installed base that delivers excellent value and productivity to your HR department.

➤ **Attendance**

Attendance software enables you to accurately track the time worked by employees. It collates information from various sources like swipe system, leave records, holiday calendars, shift rosters, etc. to provide you an integrated view of employee attendance. Extensive MIS reports are available at both summary and detailed level.

➤ **Payroll**

Folklore Payroll is fast, accurate and complete payroll software that delivers all that you expect of payroll software and some unique features not found elsewhere. Easily manage all aspects of employee compensation including reimbursements, loans, arrears, bonus payments, final settlement, etc. using Folklore Payroll.

Web based Employee Self Service (ESS) lets you publish payroll information to your employees, initiate workflows, submit IT declarations online, and perform what-if analysis and much more.

➤ **Training**

Folklore Training is a web based training management software that automates the entire training management process. Employee self service facility lets employees enroll for courses, managers nominate team members for course, course feedback, etc.

And Much more... Our Other Services

➤ **HR Book Library**

Here you can get books to read for your personal or professional use on renewable basis. Nominal fees charged. Books can be couriered to you.

➤ **HR and Management Publication**

We have an in-house publication house which brings journals by name "BEHAVIOURAL MATRIX" and we have also written certain books like BEHAVIOURAL QUOTIENT – world's premium guide to beat looming recession for the community.

➤ **THEFORUMWORLD.COM**

If you wish to have regular updates related to HR news, jokes / trivia which makes you stress free, networking and loads of HR related files do visit <http://www.theforumworld.com>.

➤ **PLANTRAINING.COM**

If you wish to have freelancer training / consulting, our training online platform of training.com might help you.

➤ **PAPER ARTICLES**

Wish to present / share paper articles, do visit our website www.salahkaarconsultants.com

➤ **NEW DIVISION FORMED FOR PSYCHOMETRICS**



Our specialized wing, Psychometrics Incorporated has especially been formed to make academic and operational contribution in the field of Psychometrics and Assessments.

*We welcome your enquiry call
Let's connect now!!*

➤ ***By telephone:***

*+91 – 937 111 0633,
+91 – (0)20- 400 27772, 400 39346, 400 27168*

➤ ***By e-mail:***

enquiry@salahkaarconsultants.com

➤ ***OR by visiting our website:***

<http://www.salahkaarconsultants.com>

➤ ***By post / personally:***

*Salahkaar Consultants, Second Floor, Siddhant Classic, Plot
No-25, Next to Gulmohar Royale, Viman Nagar,
Pune - 411 014, India.*

➤ ***Let's network:***

<http://www.linkedin.com/companies/598705>

Thanks!!

We thank you for your precious time

