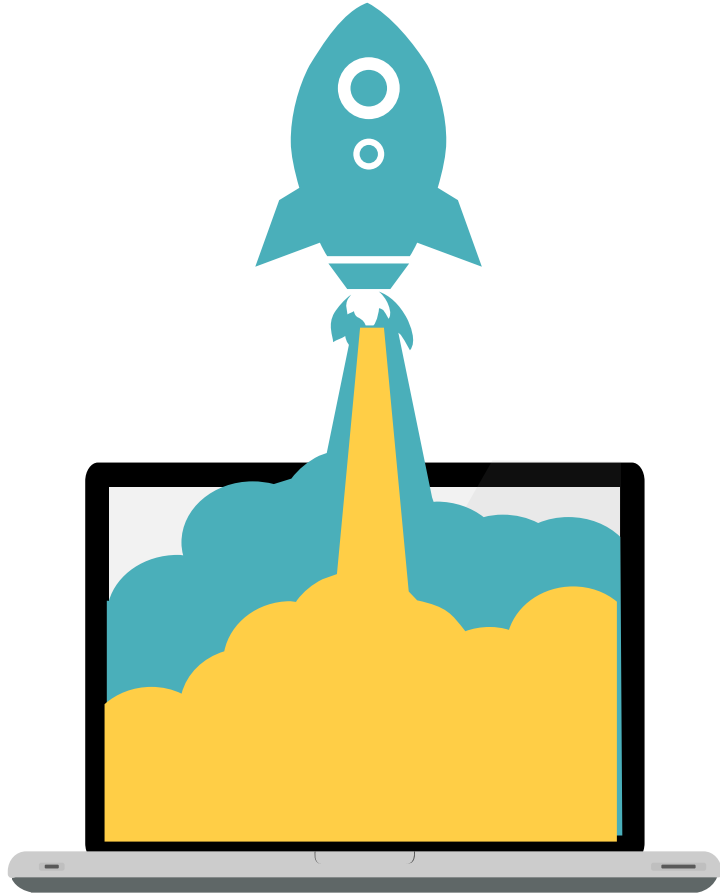


Future Companies Innovation Programs

Management Analysis

Analyzing Company-Wide Job Roles

Analysis of the Administrative Functions in the Company:



Questions will be raised to assess the commitment of administrative functions to their roles, and will focus on **seven** main functions:

- 1- Operations Management
- 2- Marketing, sales and development
- 3- Accounting Management / Financial Management
- 4- Executive Management
- 5- Human Resource Management
- 6- Information Technology



Production & Operations Management

Production and Operations Department is responsible for controlling all processes related to production, starting from the provision of raw materials through the rest of the production chain such as manufacturing, packaging, warehousing and transportation to markets.



The most important activities of production and operations management

1. Purchasing and warehousing management
2. Production Scheduling
3. Quality Control
4. Facility Management
5. Insurance

Production & Operations Management



01

Evaluation Criteria (Purchasing & Warehousing)



1. Does the company have reliable and affordable suppliers
2. Does the company have a procurement system that is applied
3. Does the company have effective inventory control policies and procedures
4. Are inventory turnover rates planned, whether for raw materials or ready-to-sell products?
5. Is there a slow turnover rate, whether for raw materials or products, and how is it managed?
6. Does the company follow a policy of re-ordering, whether for raw materials or products?

Production & Operations Management

An example of analysis of purchasing and warehousing?

Evaluation Criteria (Purchasing and Warehousing)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company have reliable and affordable suppliers
				Does the company have a procurement system that is applied
				Does the company have effective inventory control policies and procedures
				Are inventory turnover rates planned, whether for raw materials or ready-to-sell products?
				Is there a slow turnover rate, whether for raw materials or products, and how is it managed?
				Does the company follow a policy of re-ordering, whether for raw materials or products?

Evaluation Criteria (Production Scheduling)

02

1. Do products and materials move without problems?
2. Does the company know how long each production and operations management function takes?
3. Have production/operations goals been set, and are all activities of the company working to achieve these goals?
4. Do production/operations staff use appropriate tools and techniques to plan and control operations?



Production & Operations Management

Evaluation Criteria (Production Scheduling)

An example of analysis of production scheduling?

The most important measurement standards

value	Extent of its existence 0.1 to 1 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Do products and materials move without problems?
				Does the company know how long each production and operations management function takes?
				Have production/operations targets been set, and is the company working to achieve these goals?
				Do production/operations staff use appropriate tools and techniques to plan and control operations?

03

Evaluation Criteria (Quality Control)

1. Does the company follow a clear policy and procedures to control the quality of production?
2. Does the company follow a clear policy and procedures regarding damaged purchases / sales returns?
3. Is the company working to reduce rejection rates, whether for damaged purchases or for damaged sales?
4. Is production and operations managed smoothly and without any errors or any disruptions ?
5. Does the company follow a policy (do that the right way from the first time) ?
6. Has the company developed any particular competencies in the field of production/operations?
7. Does the company follow a policy of continuous development and improvement in its work?



Production & Operations Management

An example of analysis of quality control

Evaluation Criteria (Quality Control)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company follow a clear policy and procedures to control the quality of production?
				Does the company follow a clear policy and procedures regarding damaged purchases / sales returns?
				Is the company working to reduce rejection rates, whether for damaged purchases or for damaged sales?
				Is production and operations managed smoothly and without any errors or any disruptions ?
				Does the company follow a policy (do that the right way from the first time) ?
				Has the company developed any particular competencies in the field of production/operations?
				Does the company follow a policy of continuous development and improvement in its work?

Evaluation Criteria (Facilities Management)

04

1. Are the facilities strategically located near resources and markets?
2. Are the facilities, offices, machinery and equipment in good condition?
3. Does the company have a maintenance policy for facilities, offices, machinery and equipment?
4. Does the company have the necessary capabilities and capacities?
5. Does the company have an occupational health and safety policy and procedures?
6. Does the company have a policy for environment management?



Production & Operations Management

Evaluation Criteria (Facilities Management)

An example of analysis of facilities management

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Are the facilities strategically located near resources and markets?
				Are facilities, offices, machinery and equipment in good condition
				Does the company have a maintenance policy for facilities, offices, machinery and equipment?
				Does the company have the necessary capabilities and capacities?
				Does the company have an occupational health and safety policy and procedures?
				Does the company have a policy for environment management?

Evaluation Criteria (Insurance Management)

1. Does the company have an insurance policy and procedures?
2. Have the appropriate risks been covered?
3. Are there any procedures for reviewing the insurance management?



Production & Operations Management

An example of analysis of insurance management?

Evaluation Criteria (Insurance Management)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company have an insurance policy and procedures?
				Have the appropriate risks been covered?
				Are there any procedures for reviewing the insurance management?

By using the criteria
for evaluating
production and
operations
management,
perform the
necessary analysis
for your company

Write the question
on the wallpaper

Production and Operations Analysis Activity



The most important activities of marketing and sales management

1. Pricing
2. Market Research
3. Customer Service
4. Advertising & Public Relations
5. Sales Management
6. Marketing Planning
7. Research & Development

Marketing & Sales Management

Marketing and sales management is the link between SMEs and the market they serve in general and clients and consumers in particular, and for this reason this management is especially important for owners of small and medium enterprises.



Marketing & Sales Management

Evaluation Criteria (Pricing)

01

1. Does the company price its goods and services appropriately?
2. Has the company built a pricing policy based on the cost structure?
3. Has the company studied the sensitivity of prices and know their impact?
4. Has the company built a mix of pricing policies at the level of outlets and sales rings (wholesalers, retailers, end consumer)
5. Has the company developed an incentive pricing policy for outlets?
6. How the company deals with sales returns?



Marketing & Sales Management



An example of analysis of pricing

Evaluation Criteria (Pricing)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company price its goods and services appropriately?
				Has the company built a pricing policy based on the cost structure?
				Has the company studied the sensitivity of prices and know its impact?
				Has the company built a mix of pricing policies at the level of outlets and sales rings (wholesalers, retailers, end consumer)
				Has the company developed an incentive pricing policy for outlets?
				How does the company deal with sales returns?

- 1- Does the company use market researches when making decisions?
- 2- Has the company identified target markets?
- 3- Has the company effectively segmented the target market?
- 4- Has the company identified the wishes and needs of customers?
- 5- Does the company know the mental image of its products in the markets?
- 6- Does the company know the size of the industry and the unmet market shares?
- 7- Does the company know its market share and is it increasing or decreasing?
- 8- Does the company analyze its competitors periodically?
- 9- Does the company compare its products with competitors' products in terms of quality?
- 10- The company has a good positioning in the market and in compare to its competitors.
- 11- The company exploits the potential of the market well

Evaluation Criteria)Market Researches)



Marketing & Sales Management

An example of analysis of market researches

Evaluation Criteria)Market Researches)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively	
				1- Does the company use market researches when making decisions?
				2- Has the company identified target markets?
				3- Has the company effectively segmented the target market?
				4- Has the company identified the wishes and needs of customers?
				5- Does the company know the mental image of its products in the markets?
				6- Does the company know the size of the industry and the unmet market shares?
				7- Does the company know its market share and is it increasing or decreasing?
				8- Does the company analyze its competitors periodically?
				9- Does the company compare its products with competitors' products in terms of quality?
				10- The company has a good positioning in the market and in compare to its competitors.
				11- The company exploits the potential of the market well

Evaluation Criteria (Customer Service)

- 1- Is the customer service provided by the company to customers is an efficient service compared to competitors?
- 2- Does the company have a policy to deal with customer complaints?
- 3- Are customer complaints increasing, decreasing or stable?
- 4- Are customer complaints dealt with effectively and efficiently?
- 5- The company considers customer service a top priority.
- 6- Does the company take customer opinions about its goods and services on a regular basis?
- 7- Is there a logical balance between meeting customer needs and good business practices?



Marketing & Sales Management



Evaluation Criteria (Customer Service)

An example of analysis of customer service

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Is the customer service provided by the company to customers an efficient service compared to competitors?
				Does the company have a policy to deal with customer complaints?
				Are customer complaints increasing, decreasing or stable?
				Are customer complaints dealt with effectively and efficiently?
				The company considers customer service a top priority.
				Does the company take customer opinions about its goods and services on a regular basis?
				Is there a logical balance between meeting customer needs and good business practices?

Evaluation Criteria Advertising and) (Public Relations

- 1- Does the company follow an effective advertising strategy?
- 2- Does the company follow an effective strategy in advertising and promotion for the goods and services it provides?
- 3- Does the company use effective media and advertising channels according to measurable results?
- 4- Are the company's advertisements able to display the features of the goods and services it provides, there is consistency between the advertisement and the features and value the company provides to customers?
- 5- Is the company's advertising budget logical and commensurate with the planned growth and positioning rates?



Marketing & Sales Management



An example of analysis of advertising and public relations

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --

Evaluation Criteria (Advertising and Public Relations)

The most important measurement standards

Does the company follow an effective advertising strategy?

Does the company follow an effective strategy in advertising and promotion of the products and services it provides?

Does the company use effective media and advertising channels according to measurable results?

Are the company's advertisements able to display the features of the products and services it provides, and there is consistency between the advertisement and the features and value the company provides to customers?

Is the company's advertising budget logical and commensurate with the planned growth and positioning rates?

Evaluation Criteria (Sales Planning)

- 1- Does the company have an effective sales team?
- 2- Does the company guide the sales team, agents and distributors towards the planned goals effectively and efficiently?
- 3- Are sales estimates and targets unique and ambitious?
- 4- Does the company provide sufficient sales support services?
- 5- Has the company trained sales representatives well?



Marketing & Sales Management



An example of analysis of sales planning

Evaluation Criteria (Sales Planning)

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Does the company have an effective sales team?
				Does the company guide the sales team, agents and distributors towards the planned goals effectively and efficiently?
				Are sales estimates and targets unique and ambitious?
				Does the company provide sufficient sales support services?
				Has the company trained sales representatives well?

Evaluation Criteria (Marketing Plans)

- 1- Has the company allocated a financial budget for marketing?
- 2- Has the company prepared a marketing plan?
- 3- Do marketing staff use appropriate tools and techniques while preparing marketing plans?
- 4- Has the company developed certain competencies in any area of marketing?
- 5- Has the company taken advantage of all available marketing opportunities?
- 6- Are existing distribution channels reliable and cost-effective?



Marketing & Sales Management

An example of analysis of marketing plans

Evaluation Criteria (Marketing Plans)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Has the company allocated a financial budget for marketing?
				Has the company prepared a marketing plan?
				Do marketing staff use appropriate tools and techniques while preparing marketing plans?
				Has the company developed certain competencies in any area of marketing?
				Has the company taken advantage of all available marketing opportunities?
				Are existing distribution channels reliable and cost-effective?

Evaluation Criteria (Research & Development)

1. Does the company have sufficient research & development facilities?
2. Are research & development staff well qualified?
3. Does the company's culture encourage creativity and innovation?
4. Are communication channels between research & development staff and other departments effective?
5. Are the company's products technologically competitive?
6. Does the company have patents for one or more of the goods and services it provides?
7. Is the time period for the development of goods and services from idea to actual application appropriate?
8. How many new products were developed last year or previously?
9. Does research & development staff have the capability to use development tools and techniques?
10. Has the company developed any competencies in the field of research and development?



Marketing & Sales Management

An example of analysis of research and development

Evaluation Criteria (Research & Development)

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company have sufficient research & development facilities?
				Are research & development staff well qualified?
				Does the company's culture encourage creativity and innovation?
				Are communication channels between research & development staff and other departments effective?
				Are the company's products technologically competitive?
				Does the company have patents for one or more of the products and services it provides?
				Is the time period for the development of products and services from idea to actual application appropriate?
				How many new products were developed last year or previously
				Does R&D staff have the capacity to use development tools and techniques?
				Has the company developed any competencies in the field of research and development?

By using the marketing and sales management evaluation criteria, perform the necessary analysis of your company

Write the question on the wallpaper

Marketing and Sales Analysis Activity



The most important activities of the accounting and financial management:

1. Financial Analysis
2. Bookkeeping
3. Budget Management
4. Cost Control
5. Credit & Fundraising Policy
6. Agreement with banks and financial institutions
7. Use of Financial Instruments

Accounting & Financial Management

SME accounting and financial management are a set of activities that will impose high control over the management of accounting and funds, helping to achieve the highest possible returns and investment gains.



Accounting & Financial Management

01 Financial Analysis

1. Is the company strong or weak financially according to financial ratio analyses?
2. What are the trends of the financial ratios of the company, and how they compare with industry trends?
3. Is the working capital of the company sufficient?
4. Does the company have a dividend policy?
5. Does the company have good relations with creditors?
6. Do the accounting and finance staff have the capabilities and capacities to use accounting and financial tools and techniques?
7. Has the company developed certain competencies in the financial/accounting field?



Accounting & Financial Management

Financial Analysis

The most important measurement standards

An example of analysis of financial Analysis

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				1- Is the company strong or weak financially according to financial ratio analyses?
				2- What are the trends of the financial ratios of the company, and how they compare with industry trends
				3- Is the working capital of the company sufficient?
				4- Does the company have a dividend policy?
				5- Does the company have good relations with creditors
				6- Do the accounting and finance staff have the capabilities and capacities to use accounting and financial tools and techniques?
				7- Has the company developed certain competencies in the financial/accounting field?

02 Bookkeeping

1. Does the company have accounting records, and are they sufficient?
2. Is it easy to access the accounting records?
3. Can the company get the information when it needs them?
4. Does the company have monthly profits and losses?
5. Does the company have annual financial statements?



Accounting & Financial Management

An example of analysis of bookkeeping

Bookkeeping

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				1- Does the company have accounting records, and are they sufficient?
				2- Is it easy to access accounting records?
				3- Can the company get the information when it needs them?
				4- Does the company have monthly profits and losses?
				5- Does the company have annual financial statements?

Budget Management

03

1. Has the company set clear financial goals, and is it commensurate with the current situation of the company?
2. Does the company use the cash flow statement?
3. Does the company use lists to analyze financial deviation on a monthly basis?
4. Are the company's capital budget policies and procedures effective?
5. Are capital equipment purchases budgeted?
6. Is there a match between the sources and use of funds?



Accounting & Financial Management

An example of analysis of budget management

Budget Management

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Has the company set clear financial goals, and is it commensurate with the current situation of the company?
				Does the company use the cash flow statement?
				Does the company use lists to analyze financial deviation on a monthly basis?
				Are the company's capital budget policies and procedures effective?
				Are capital equipment purchases budgeted?
				Is there a match between the sources and use of funds?

04 Cost Control

1. Does the company manage cost elements?
2. Is there a classification of cost centers at the level of goods and services provided by the company?
3. Are the high costs dealt separately?
4. Does the company use cost budgets as a tool to control them?
5. Does the company have policies and procedures for cost management?



Accounting & Financial Management



An example of analysis of cost control

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Does the company manage cost elements?
				Is there a classification of cost centers at the level of products and services provided by the company?
				Are the high costs dealt separately?
				Does the company use cost budgets as a tool to control them?
				Does the company have policies and procedures for cost management?

Credit and Fundraising Policy

05

1. Does the company use credit to increase revenue wisely?
2. Does the company know the costs of credit and fundraising?
3. Is the current credit policy successful?
4. Does the company review credit and fundraising policies on a regular basis?
5. Does the company have a policy and procedures for managing receivables?
6. Did the company succeed in raising capital when it is needed?
7. Does the company have the ability to increase capital in the short term?
8. Does the company have the ability to raise capital in the long term?



Accounting & Financial Management

Credit and Fundraising Policy

An example of analysis of credit and fundraising policy

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Does the company use credit to increase revenue wisely?
				Does the company know the costs of credit and fundraising?
				Is the current credit policy successful?
				Does the company review credit and fundraising policies on a regular basis?
				Does the company have a policy and procedures for managing receivables?
				Did the company succeed in raising capital when needed?
				Does the company have the ability to increase capital in the short term?
				Does the company have the ability to raise capital in the long term?

006 Dealing with Banks and Investment Costs

1. Is the company open-minded to deal with the banking sector (banks)?
2. Does the company have distinguished relations with banks?
3. Does the company deal with more than one bank?
4. Does the company compare investment costs with profit ratios?
5. Are interest rates and lending terms appropriate?
6. Does the company have other financial resources that can be used to cover the planned investment costs?
7. Is there a financial policy and procedures for managing bank accounts and investment costs?



Accounting & Financial Management

Dealing with Banks and Investment Costs

An example of analysis of dealing with banks and investment costs

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Is the company open-minded to dealing with the banking sector (banks)?
				Does the company have distinguished relations with banks?
				Does the company deal with more than one bank?
				Does the company compare investment costs with profit ratios?
				Are interest rates and lending terms appropriate?
				Does the company have other financial resources that can be used to cover the planned investment costs?
				Is there a financial policy and procedures for managing bank accounts and investment costs?

07 Using Financial Instruments

1. Does the company use break-even analysis tool?
2. Does the company use analytical forecasts of cash flows?
3. Does the company use monthly profit and loss data (income statement)?
4. Does the company use the balance sheet?
5. Does the company use financial ratio analysis?
6. Does the company use operating ratios?



Accounting & Financial Management

Using Financial Instruments

An example of analysis of using financial instruments

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --

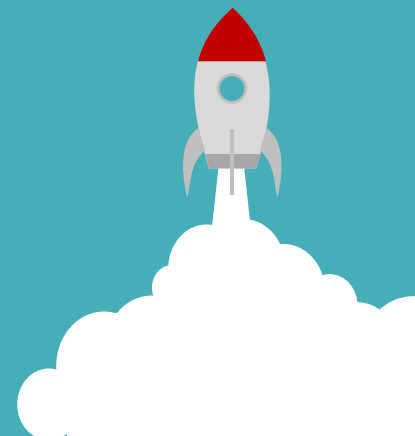
The most important measurement standards

- Does the company use a break-even analysis tool?
- Does the company use analytical forecasts of cash flows?
- Does the company use monthly profit and loss data (income statement)
- Does the company use the balance sheet
- Does the company use financial ratio analysis?
- Does the company use operating ratios?

By using Management
Evaluation Criteria
Accounting & Finance
, do the necessary
analysis for your
company

White the question
on the wallpaper

Accounting & Financial Management Analysis



The Most Important Activities of the Accounting and Finance Department

1. Strategic Management
2. Company Records Management
3. Problem Solving and Decision Making
4. Department of Government Regulations
Governing Work
5. Second Line Leaders
6. Seeking help from Consultants and Expertise
Houses

Executive Management

It is the department responsible for all the activities of the company and in small and medium enterprises often the CEO is the owner himself and; therefore, the role required of the executive management and its members (department managers) must be analyzed.



Executive Management

01 Strategic Management

1. Does the company manage its activities and employees in a strategic manner?
2. Does the company have a clear structure of activities and functions?
3. Are the organizational objectives of the company clear and measurable and are the employees of the company aware of these objectives?
4. Are employees fully understanding the company's culture, and does this culture support the company's vision and its mission?
5. Has the company formulated its vision and mission?
6. Has the company developed any competencies in the field of strategic and operational management?



Executive Management

Strategic Management

An example of analysis of strategic management

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company manage its activities and employees in a strategic manner?
				Does the company have a clear structure of activities and functions?
				Are the organizational objectives of the company clear and measurable and are the employees of the company aware of these objectives?
				Are employees fully understanding the company's culture, and does this culture support the company's vision and its mission?
				Has the company formulated its vision and mission?
				Has the company developed any competencies in the field of strategic and operational management?

02 Company Records

1. Are old company records easily accessed?
2. Are records kept according to the legal period specified for that?
3. Is employees' access to the company's historical records limited?



Executive Management

Company Records

An example of analysis of company records

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Are old company records easily accessed?
				Are records kept according to the legal period specified for that?
				Is employees' access to the company's historical records limited?

Problem Solving and Making Decisions

1. Are there any problems with the company?
2. Is there a systematic method for the problem analysis process?
3. Is the convergence chart tool used or any other tool to analyze problems?
4. Are the CEO and administrative leaders decisive in making decisions?
5. Is there a chain of command for the decision-making process and limited to scopes and powers?
6. Is brainstorming used during the decision-making process?



Executive Management

Problem Solving and Making Decisions

An example of analysis of problem solving and making decisions

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Are there any problems with the company?
				Is there a systematic method for the problem analysis process?
				Is the convergence chart tool used or any other tool to analyze problems?
				Are the CEO and administrative leaders decisive in making decisions?
				Is there a chain of command for the decision-making process and limited to scopes and powers?
				Is brainstorming used during the decision-making process?

04 Government Regulations Governing work

1. Is the company aware of local and regional government regulations that have an impact on the company's activity?
2. Is the company committed to all government regulations governing the activity and industry in which it operates?
3. Does the company have practical knowledge of the applicable labor law?
4. Does the company have knowledge of how current contracts and other legal obligations affect the company?
5. Does the company have distinguished relations with the government sector related to the activity?



Executive Management

Government Regulations Governing Work

An example of analysis of government regulations governing work functions

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Is the company aware of local and regional government regulations that have an impact on the company's activity?
				Is the company committed to all government regulations governing the activity and industry in which it operates?
				Does the company have practical knowledge of the applicable labor law?
				Does the company have knowledge of how current contracts and other legal obligations affect the company?
				Does the company have distinguished relations with the government sector related to the activity?

05 Second Line Leaders

1. Is the decision making based on the administrative hierarchy of the executive leadership?
2. Have the second line leaders been qualified?
3. Is there a qualified and prepared alternative person to take over the executive management?



Executive Management

An example of analysis of second line leaders

Second Line Leaders



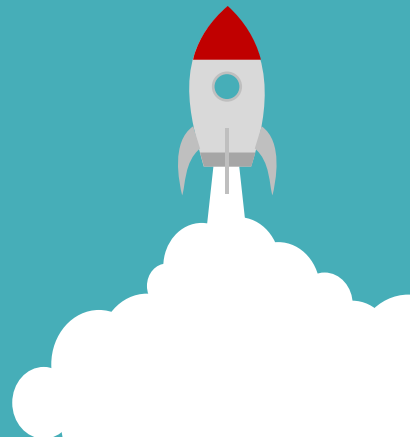
The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Is the decision making based on the administrative hierarchy of the executive leadership?
				Have the second line leaders been qualified?
				Is there a qualified and prepared alternative person to take over in the executive management?

By using the executive
management evaluation
criteria
, do the necessary
analysis for your
company

Type the question
on the wallpaper

Executive Management Analysis Activity



The Most Important Activities of Human Resources Management

1. Employment
2. Training & Qualification
3. Stimulation
4. Corporate Communication
5. Policy Review

Human Resources Management

There is a fact which is, despite the importance of evaluating administrative functions such as marketing, sales, research and development, production and operations, but all of them are based on attention to human resources to achieve the goals of all jobs effectively and efficiently and; therefore, this function must be given special attention by the owners of small and medium enterprises.



Human Resources Management

01 Employment

1. Has the company developed a manual for structures and job descriptions?
2. Has the company selected the optimal mix of employees?
3. Has the company attracted the right talents for the jobs?
4. Does the company have a recruitment policy and procedures, and are these policies and procedures effective?
5. Does the company have a database of qualified applicants for its vacancies?
6. Does the company have a guide for job powers and responsibilities?
7. Has the company developed any competencies for human resources management?



Human Resource Management

Employment



An example of analysis of employment

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Has the company developed a manual for structures and job descriptions?
				Has the company selected the optimal mix of employees?
				Has the company attracted the right talents for the jobs?
				Does the company have a recruitment policy and procedures, and are these policies and procedures effective?
				Does the company have a database of qualified applicants for its vacancies?
				Does the company have a guide for job powers and responsibilities?
				Has the company developed any competencies for human resources management?

Training & Qualification

02

1. Are job descriptions clear?
2. Are the job functions effectively designed?
3. Does the company have a policy and procedures for training and qualification of employees?
4. Does the company have procedures for analyzing training needs periodically?
5. Does the company have procedures for evaluating the impact of training and qualification?
6. Has the company trained employees in the appropriate areas?



Human Resources Management

Training & Qualification

An example of analysis of training and qualification

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Are job descriptions clear?
				Are the job functions effectively designed?
				Does the company have a policy and procedures for training and qualification of employees?
				Does the company have procedures for analyzing training needs periodically?
				Does the company have procedures for evaluating the impact of training and qualification?
				Has the company trained employees in the appropriate areas?

03 Stimulation

1. Do employees enjoy what they do?
2. Is the level of employee morale in the company high?
3. Is the turnover rate of employees in the company high or low?
4. Is there a guide for evaluating the performance of employees on an annual basis?
5. Does the company have policies and procedures for remuneration and is it applied?
6. Does the company have a policy and procedures for caring for creative employees and qualifying them?
7. Does the company have a policy for administrative promotions?



Human Resources Management

An example of analysis of stimulation

Stimulation



The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Do employees enjoy what they do?
				Is the level of employee morale in the company high?
				Is the turnover rate of employees in the company high or low?
				Is there a guide for evaluating the performance of employees on an annual basis?
				Does the company have policies and procedures for remuneration and is it applied?
				Does the company have a policy and procedures for caring for creative employees and qualifying them?
				Does the company have a policy for administrative promotions?

04 Corporate Communication

1. Does the company have a guide for orienting employees and informing them of the policies and systems of work in force?
2. Does the company have a policy and procedures for strengthening employee relations with the company?
3. Is there a guide for the company's internal communication channels?
4. Are employees informed of administrative decisions through effective communication channels?
5. Does the company create opportunities for employees to set their own goals?
6. Does the company use working groups effectively and efficiently?



Human Resources Management

An example of analysis of corporate communication

Corporate Communication

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company have a guide for orienting employees and informing them of the policies and systems of work in force?
				Does the company have a policy and procedures for strengthening employee relations with the company?
				Is there a guide for the company's internal communication channels?
				Are employees informed of administrative decisions through effective communication channels?
				Does the company create opportunities for employees to set their own goals?
				Does the company use working groups effectively and efficiently?

05 Policy Enforcement and Procedures

1. Does the company conduct evaluations on time?
2. Are the company's employees disciplined and committed to applying the mechanisms and organizational work procedures?
3. Is there a policy and procedures for administrative irregularities and is it applied?
4. Does the company inform employees of the legal procedures in the human resources department?
5. Does the company manage its employees in accordance with humanitarian principles?



Human Resources Management



An example of analysis of policy enforcement and procedures

Policy Enforcement and Procedures

The most important measurement standards

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	
				Does the company conduct evaluations on time?
				Are the company's employees disciplined and committed to applying the mechanisms and organizational work procedures?
				Is there a policy and procedures for administrative irregularities and is it applied?
				Does the company inform employees of the legal procedures in the human resources department?
				Does the company manage its employees in accordance with humanitarian principles?

By using HRM Evaluation
Criteria
, do the necessary
analysis for your
company

Write the question
on the wallpaper

Human Resources Management Analysis Activity



The Most Important Activities of the Information Technology Management

Information Technology Management

In light of the rapid changes in the world of technology, information technology management has become a major function for every sector in the company that carries out commercial, industrial, service, and agricultural businesses. The company's lack of interest in this job may reflect negatively on its performance in the medium and long term.

1. Information Technologies



Information Technology Management

Information Technology

01

1. How the company collects, analyzes and disseminates information.
2. Is information technology used in the decision-making process?
3. Is the information updated regularly?
4. Is information technology used in all administrative functions?
5. Are employees involved in identifying inputs of technology system to benefit from them?



Information Technology Management

Information Technology

02

1. Has the company invested in information technology, and is the size of their investment greater, less or equal to what competitors have spent?
2. Is the company's information system secured and impenetrable?
3. Is the company information system easy to use?
4. Are employees trained to use the IT system through internal or external workshops?
5. Are the IT management staff well qualified?
6. Has the company developed any competencies in the field of information technology?



Information Technology Management

Information Technology

An example of analysis of information technology

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				How the company collects, analyzes and disseminates information?
				Is information technology used in the decision-making process?
				Is the information updated regularly?
				Is information technology used in all administrative functions?
				Are employees involved in identifying inputs of technology system to benefit from them?

Information Technology

An example of analysis of information technology

Value	Extent of its existence 0.1 to 1	Importance 1 to 100	Degree of impact Positively and negatively + / --	The most important measurement standards
				Has the company invested in information technology, and is the size of their investment greater, less or equal to what competitors have spent?
				Is the company's information system secured and impenetrable?
				Is the company information system easy to use?
				Is the company information system easy to use?
				Are the IT management staff well qualified?
				Has the company developed any competencies in the field of information technology?

By using the IT
Management Evaluation
Criteria, perform the
necessary analysis of
your company

Write the question
on the wallpaper

Information Technology Management Analysis Activity





The End of the Training Session



Thank you very much