

THE  
**SERVICES**  
PROVIDED

**ACCELERATE  
YOUR GROWTH**

Redefining HR Excellence



flexBP: 灵活HR业务伙伴

# Service Sheet 服务表

Z Talent Solutions 的 flexBP 是为帮助中小型企业达到以下目标而量身定制的HR解决方案：

- 节省公司成本，无需自立HR部门
- 节省招聘、培训和人才管理的时间和费用
- 通过完善的HR计划和战略与公司的目标对齐以加快公司的成长
- 成为其他公司想要效仿、人才愿意加入的公司
- 保持灵活性，外包HR，能在不需要时随时取消
- 制定有效的战略、管理和框架来吸引、培养和留住人才，帮助公司成长

通过一个通常只有大型企业才能负担得起的HR团队的资源和专业知识（包括法律，市场营销，管理，领导力，人力资源等）来实现您的目标。利用我们Z Talent Solutions的flexBP服务，您可以像订餐一样，根据您公司当下的需求，去选择您需要的服务。

而这个HR，不只是可以做HR Admin的工作，还可以是HR Manager，HR Consultant，Trainer，和您的企业伙伴，因为我们以您的目标作为我们的目标，通过各种人事策略为您不只是制定计划，还帮您实行计划。我们相信，企业需要的是**可以实行计划的人，而不是只是提供意见的人。**

Z Talent Solutions的**HR外包服务**和您可以**随时自由选择的服务**包括：

## #1 策略与规划

与高层管理团队的年度HR项目，旨在不断通过与公司目标和方向对齐，以制定和改进HR的策略与运作。

## #2 人事招聘

为您管理人才储备，和处理从职位需求的确定、招聘计划的制定，到候选人的筛选、面试、录用以及入职的整个招聘过程。这也包括制定好的职位描述(JD)，以作为招聘，绩效管理，和继任计划的基础。

## #3 人才管理

根据公司目标，定制员工的绩效指标，评估，改进计划，甚至量身定制薪资策略，确保全公司上下目标一致，和帮助企业吸引和保留人才。这管理也包括为职位继任者做准备，以确保业务连续性和稳定性，和降低企业的风险，减少因人员变动带来的负面影响。

## #4 人力资源合规

这包括制定和根据情况更新公司现有手册和政策，薪资计算与处理，休假与福利管理，员工入职层序和离职管理，和与各部门管理层制定入职培训。更重要的是，确保您的公司所有流程，文件，和事项都合规。

## #5 人事管理和咨询

处理员工纪律或绩效不达标的问题，申述管理与调查，和随时让您，您的团队与全部员工咨询任何有关HR，管理，合规性，和策略的事项。

## #6 组织设计与优化

根据企业文化和目标，塑造和优化层级结构、部门/团队布局和角色，以使其与业务战略、目标和文化保持一致



### 深入了解您的需求

根据您的需求和公司预算来量身定制计划和服务内容，确保您可以拥有专业的HR团队帮助您的企业更上一层楼，达到您企业的目标。



### 节省至少40%

您企业有一个顶尖的HR部门和专业顾问，但比内部设立更便宜。我们不止为您设定，也为您实践，让您无后顾之忧。



### 可以随时取消，无需遣散

不满意或目的已达成？随时取消，无隐藏费用。

# 联系我们

现在就联系我们，以让我们了解您的需求来制定计划和预算。  
+6016-4017333 或 电邮至 [fionn@emanpower.net](mailto:fionn@emanpower.net)



# 为什么企业要做大，就必须要有优秀的HR？

优秀的人力资源管理之所以重要，是因为它帮助你管理人才，推动业务增长，并使你在竞争中脱颖而出。根据麦肯锡McKinsey(2021)的数据，拥有优秀人力资源管理的公司，其收入增长比同行高出3.5倍，利润率比同行高出2.1倍。

为什么呢？一个优秀的HR团队，他们将帮助：

## 人才招聘与保留

通过招聘技能、价值观和目标与公司一致的个人，人力资源为强大的团队奠定了基础，并确保运营和项目能够顺利进行。此外，有效的留才策略有助于减少离职成本，并保持一个稳定且经验丰富的团队。不要忽视替换员工的隐性成本。根据Boushey等人(2012)的研究，雇主需要支付相当于离职员工薪资16%至213%的费用来寻找替代人员。

## 员工发展与培训

人力资源负责识别培训需求和实施发展项目。这确保员工拥有必要的技能和知识，以有效地履行职责并适应不断变化的业务需求，这对公司的成长和适应变化的商业环境至关重要。更重要的是，发展项目对于继任者的识别和管理至关重要，这减少了公司，尤其是中小企业对某些关键人物的依赖。

## 绩效管理

人力资源开发与公司目标相一致的绩效管理系统。定期的绩效评估、反馈和适当的奖励机制可以提高员工的生产力和参与感，直接影响业务绩效。这也帮助公司确保只有高绩效员工留在公司。

## 创建积极的工作文化

人力资源营造积极的工作文化，可以提高员工士气，减少缺勤率和离职率，增加生产力。强大的文化还提升公司的形象，使其对潜在员工和客户更具吸引力。

## 战略性人力资源规划

人力资源在劳动力规划中扮演战略性角色，确保有合适数量的具备必要技能的人员，以满足当前和未来的业务需求。这涉及到理解业务战略和预测未来的招聘需求。

## 确保法律合规

遵守劳动法和法规对于避免高额罚款和法律问题至关重要。人力资源确保公司遵守这些法律，这有助于维护公平和道德的工作环境，并保护公司的声誉。如果你计划未来扩展业务并上市，这一点尤其重要。

## 成本管理

有效的人力资源管理有助于优化劳动力成本，这通常是企业中最大的开支。这包括以具有竞争力但又可持续的方式管理薪资、福利和其他补偿。

## 员工参与与满意度

旨在提高员工参与度和满意度的人力资源举措可以带来更专注和高效的劳动力。参与度高的员工更有可能超越工作要求，推动企业增长。

## 变革管理

人力资源在管理组织变革中发挥关键作用，无论是通过并购、重组还是其他转型。有效的变革管理对于在过渡期间保持稳定和绩效至关重要。



今天的劳动力比以前更加多样化，涵盖了不同的年龄段、文化和生活方式。现代员工在发展、文化和领导力方面有更高的期望，因此人力资源的重点从事务性转向战略性，使人力资源作为战略业务伙伴的角色比以往任何时候都更加重要，以便管理和发展员工，使其与公司的长期目标保持一致。

不仅如此，人力资源还需要将技术有效地整合到工作场所中，驾驭劳动法的复杂性，并与领导者一起适应迅速变化的商业环境。这就是为什么投资于一支有能力的人力资源团队对于那些想要在职位市场、国家市场或全球市场中领先的企业来说，正变得越来越必要。

### Sources:

1. McKinsey & Company. (2021, March 12). The new possible: How HR can help build the organization of the future.
2. Sorenson, S. (2013, February 27). How employee engagement drives growth. Gallup News.
3. SHRM. (2022, November 18). Report: HR Pros Rank Top Reasons for Turnover. Society for Human Resource Management.
4. International Business Machines Corporation (IBM). (n.d.). Smarter Workforce Institute Reports.
5. Boushey, H., Jane, S., & Glynn, N. (2012, November 16). There are significant business costs to replacing employees. Center for American Progress.

# Testimonials 客户评价

Hey Fionn, I just wanna express sincerely how awesome you guys are. Seriously, your attention to detail and planning is next level. But what I really appreciate the most is how you've customized everything just for us, based on what we need and who we are. Everything I'm saying is straight from the heart. You guys totally have my respect and love! 🙏

7:51 pm



**Sukanya Chattopadhyay** · 1st

APAC- Employee Relations Consultant @Wells Fargo | DE&I

April 1, 2023, Sukanya was Fionn's client

👁 All LinkedIn members

Fionn is well-rounded talent specialist who understands the need of the business and aspirations of a candidate. She is proactive, patient and thorough with her work and provides timely and honest feedback. With my job search, Fionn was quite responsive and maintained professionalism throughout my journey. She strives to help candidates excel in interviews while keeping in mind their goals and aspirations. It was a pleasure working with her and I hope we stay connected. Highly recommend for her diligence and professionalism.

Ema... always goes the extra mile as compared with other agents even the big ones... they settle all the problems and manage the dailys well. they make things easy for you...

3:00 pm



3:00 pm



**Shilpa Mehta** · 1st

Hong Kong

March 27, 2023, Shilpa was Fionn's client

👁 All LinkedIn members

Fionn is definitely one of the finest HR's I have come across so far. She attentively understands the candidate's experience, their career goals, objectives and next career move and genuinely wants them to achieve their dreams. Her ability to understand the clients and candidates requirements makes it a win-win for everyone! Also she proactively follows up and provides updates on the progress. Basically she poses every attribute which an HR should have but seldom has it all. Highly recommend Fionn to anyone who's looking forward for a career move.



**Wee Swan Phua** · 1st

Associate at Marriott International

March 24, 2023, Wee Swan was Fionn's client

👁 All LinkedIn members

Fionn is a very professional recruiter. She understands both her client and my needs, and strive to present my best abilities to the prospective employer. It has been a great pleasure working with her.



**Valarie Tam** · 1st

Private Wealth Management at Morgan Stanley

March 31, 2023, Valarie worked with Fionn but they were at different companies

👁 All LinkedIn members

I enjoyed working together with Fionn since she is an extremely responsible and caring agent. She will put herself in my position and strive for the best for me as possible. Thanks a lot for her support!

You guys help us not just in hr seriously. you guys will strive to understand the industry well, and give me consultation and advice based on our goal. you guys motivate me to do better. i know my company is in good hands when i have you, someone i can count on. Keep up the good work

4:06 pm



**Jackson Ng** · 2nd

I specialize in HRD Corp TTT Certification | Masterpiece Growth Mindset | Sales & Business Presentation | Corporate Team Building | Communication Mastery. Trained more than 100,000 audience since 2001.

October 30, 2023, Andy was Jackson's client

Andy may be young at his age but he is exposed to the world of foreign workers. He knows the issue, the challenges and also how to recruit and manage foreign workers who are working in manufacturing plants in Malaysia.



**Namita Sahni Vachhar** · 1st

Technical Writer, Morgan Stanley

March 30, 2023, Namita was Fionn's client

👁 All LinkedIn members

Fionn helped me find a good job when I moved from India to Hong Kong. Trust me, it's not easy finding a new job when you move from one country to another, but Fionn really helped me in this task! I'm extremely grateful to her for helping me to do so.

Fionn is approachable, helpful, a good communicator, and easy to work with. She is prompt in her responses and helps you settle well in the system.

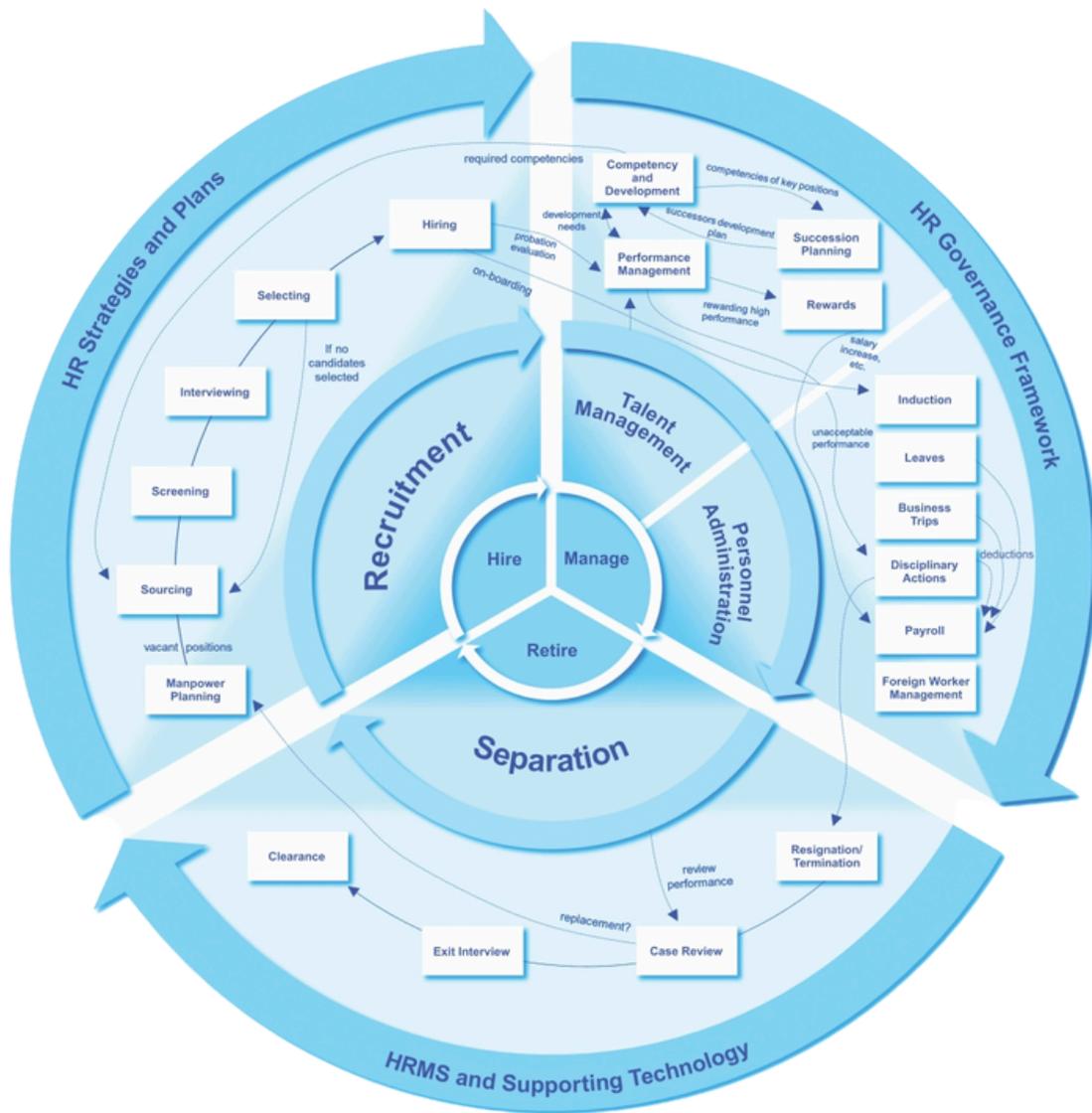
It was a pleasure working with Fionn and I hope to get a chance again to do so!

I like how zts helps to restructure the salary, not just giving plan, but also help to implement and refine along the way. No other hr and consultant can do this. 🙌🙌

4:16 pm

# HR Outsourcing & Consultancy 人力资源外包与咨询

Everything covered— what do you need?  
一切都涵盖了一 您需要什么？



**Mission使命**

**Redefine** excellence in HR  
and **accelerate** 100  
companies' growth.  
重新定义人力资源卓越，  
加速100家公司的增长。

# 我们不仅仅是一家 人力资源咨询公司或 招聘机构，而是与您 一同成长的业务合作伙伴。

Not just another HR solutions or recruitment agency, we are your Business Partner that grows with you.

## What we also cover

- Recruitment (junior level to executive search)
- Staffing / Manpower Outsourcing
- Foreign Worker Management
- Industrial Relations / Employee Relations
- Hostel and Transportation
- Performance Management
- Compensation and Benefit
- Payroll and Compliance
- Learning and Development
- Talent Management and Succession Planning
- Training (Upskilling or degree/master's programmes)
- Strategies Consultation



CT, 2023  
VOL. 002

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**EMPLOYMENT ACT 1955  
NEW AMENDMENTS**  
DID YOU MISS ANYTHING?  
Fines totalling RM2.17 million against 272 employers issued this year.  
Don't be one of them.

THE ZEAL HIGHLIGHTS

**COMMUNICATION**  
IS YOUR WORKPLACE COMMUNICATION WORKING

**DIVERSITY & INCLUSION**  
DO YOU REALLY KNOW WHAT IT MEANS?

**HR 101: NEVER MAKE ASSUMPTIONS**  
AN EMPLOYER WAS ASKING IF HE SHOULD APPROVE THE MEDICAL LEAVE AND FACED A LOT OF SARCASTIC REMARKS

AUGUST, 2024  
VOL. 010

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**CUNNING, MANIPULATIVE AND STRATEGIC**  
ARE YOU A MACHIAVELLIAN?

THE ZEAL HIGHLIGHTS

**WHO IS NICCOLÒ MACHIAVELLI?**  
LEARNING FROM HISTORY: WHY IS HIS NAME SYNONYMOUS WITH 'CUNNING', AND IS IT STILL RELEVANT IN MODERN LEADERSHIP?

**CORRELATION BETWEEN PERSONALITY TRAITS AND LIFE SATISFACTION**  
HOW YOU DEAL WITH YOUR LIFE WILL DECIDE IF YOU HAVE LIFE SATISFACTION

JAN, 2024  
VOL. 005

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**WHO ARE YOU?**  
ARE YOU A POPULARITY-DRIVEN OR PRINCIPLED?  
Can you embrace solitude?

THE ZEAL HIGHLIGHTS

**HANDBOOK AND HR POLICY**  
ON WHY IT IS IMPORTANT FOR A COMPANY THAT WANTS TO GROW

**LIFE THREW PUNCHES, I BREWED COFFEE**  
RECAP OF THE PAST YEAR

**WHY P... CANDID... YOU CA... IS IT REAL... EXPENSIV...**

NOV, 2023  
VOL. 003

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**PROGRESSIVE SALARY**  
WHAT IS IT AND WHAT IT MEANS FOR US?  
This policy is expected to be implemented next year. Here's what we know.

THE ZEAL HIGHLIGHTS

**WILL YOU BE FIRED?**  
TYPES OF BOSS THE NEW GENERATION DOESN'T LIKE WORKING WITH

**CHEW GEK KHEM**  
THE WOMAN IN CHEONGSAM, GRANDDAUGHTER OF FORMER CHAIRMAN OF OCBC BANK TANGSRI DR. TAN CHAN TIAN

**ARE YOU NOT GOOD ENOUGH?**  
TIME TO RE-EVALUATE OUR APPROACH TO WORK AND OUR EXPECTATION WITH CERTAIN PEOPLE AND THINGS

DEC, 2023  
VOL. 004

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**TERMINATION**  
CAN YOU TERMINATE SOMEONE YOU DON'T LIKE?  
How you can terminate without being charged.

THE ZEAL HIGHLIGHTS

**REDUCE TURNOVER?**  
WAYS TO ENGAGE YOUR EMPLOYEES TO REDUCE TURNOVER FOR FREE. HOW?

**PROGRESSIVE SALARY**  
IMPORTANT UPDATES ON THE WHITE PAPER.

**HOW TO TERMINATE PROPERLY**  
PROPER STEPS TO FOLLOW TO AVOID BEING CHARGED AT COURT.

FEB, 2024  
VOL. 006

Talent Solutions

THE  
**ZEAL**  
JOURNAL

**RAMEN CHAIN'S VIRAL WAGE DEDUCTIONS**  
IS IT REALLY UNLAWFUL?

THE ZEAL HIGHLIGHTS

**HOW HR DRIVES BUSINESS GROWTH?**  
RETHINKING YOUR ROLE AS AN HR

**FINDING A GOOD CANDIDATE?**  
DO THE OPPOSITE OF WHAT YOU NORMALLY DO NOW

**THE RAMEN DRAMA**  
WHAT IS THE CONVENIENCY THE BETTER AL...

# Subscribe our FREE HR Journal

[www.z-talent.com/subscribe](http://www.z-talent.com/subscribe)

We are on a mission to help you creating a fulfilling career as a leader and cultivate a thriving workplace environment for those around you.

We believe a great company isn't about gourmet coffee and quirky furniture. It's about impactful management and influence that shape the very soul of how people feel and work.

We welcome you to join **The Zeal Community**. Together, we can learn, grow, and aspire to create workplaces where everyone not only works but thrives. **Sent to your inbox every 15th of the month.**

# Want more updates?

Follow our Facebook, Instagram, and TikTok for latest insights!

@ztalesolutions

Facebook

Instagram

TikTok



**RULES FOR  
HIRING A NEW LEADER**

Strategies from The Art of War by Sun Tze for choosing the right leader for your next 'battle'

**Fionn Sets The Tone**

Head of Business  
EMA Group and Z Talent Solutions  
www.z-talent.com

**IT'S SO TOXIC  
IN THIS WORKPLACE**

If you relate to any of these, you are in a toxic work environment and should take note on fixing it!

**Fionn Sets The Tone**

Head of Business  
EMA Group and Z Talent Solutions  
www.z-talent.com

**老板**

生意成本变大  
顾员工又顾到  
真的很累

总结8点让  
**老板后悔**  
忽略掉有关HR的事

**FAKE MC'S  
WHAT CAN YOU DO?**

Managing an 'irresponsible' & 'unethical employee'

**Andy Says**

Head of Compliance  
EMA Group and Z Talent Solutions  
www.z-talent.com

**FAKE MC'S  
HOW DO YOU SPOT THEM?**

As an employer, here's how to fact check when you have a suspicion

**Andy Says**

Head of Compliance  
EMA Group and Z Talent Solutions  
www.z-talent.com

**NEW ZEAL**

HELLO THERE  
DID YOU CATCH  
THIS ISSUE?

Download Now

See in discussion

The Latest HR Insights  
www.z-talent.com

**HAR?!  
RM1,400,000  
SEBAGAI PAMPASAN?**

Diperintahkan oleh Mahkamah Perusahaan untuk 17 pensyarah yang dipecat secara tidak adil

**Bella**

Compliance Expert and Trainer  
EMA Group and Z Talent Solutions  
www.z-talent.com

**"SAYA BARU DAPAT BAYI!"  
"DIA TANYA, BOLEH TAK  
DIA DAPAT CUTI?"**

Ini Semua yang Anda Perlu Tahu  
Tentang Cuti Paterniti

**Hanis**

Compliance Expert and Trainer  
EMA Group and Z Talent Solutions  
www.z-talent.com

**NEW ZEAL**

HELLO THERE  
DID YOU CATCH  
THIS ISSUE?

Download Now

See in discussion

The Latest HR Insights  
www.z-talent.com

**BREAKING NEWS**

**5 bosses found crying in the toilet and the market runs out of tissue paper.**

**RM100 FINE  
FOR CYBERBULLYING?!**

What happens when YOU are the bully?

**Andy Says**

Head of Compliance  
EMA Group and Z Talent Solutions  
www.z-talent.com



**NURNABILA**  
SPEAKER

**ANDY TAN**  
COMPLIANCE  
SPECIALIST

**NUR HANIS**  
SPEAKER

# Employment Act 1955

## WHO SHOULD ATTEND:

ASPIRING ENTREPRENEURS, HR,  
BUSINESS OWNERS,  
MANAGERS, FRESH GRADUATES

Give us a call to enquire about the EA 1955 training for both employers and employees.

# 2002

Company is founded

# >5 awards

Outstanding SME in Golden Bull Award, "Majikan Cemerlang" by KWSP, Highest jobs offered by Perkeso, etc.



# 97.8%

Workers are happy with us

# 95.6%

Clients are happy with us



**Phone**

+6016-401 7333

**Mail**

fionn@emanpower.net

**Website**

www.emanpower.net  
www.z-talent.com

**Social  
Media**

www.youtube.com/@TheZealNetwork  
www.facebook.com/agencyema  
www.facebook.com/ztalentsolution

