



Unlocking Your Team's Potential

Menu of Services



ADP Advisory Services Ltd



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Supported by Facet5 Ltd

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Meet Your Expert: Tarvinder Puri

ADP Advisory Services Ltd.



Tarvinder has over 25 years of professional HR experiences with a wide range of Blue Chip organizations based in the UK, and more recently with a number of different clients in Tanzania

Tarvinder is passionate about the development of individuals and teams and is qualified in a number of different assessment tools. As a commercial business partner she can align the business strategy to ensure growth can be achieved through the engagement of your employees.

Tarvinder is trained and accredited in a range of tools to help understand personality. I will be supported by Facet5 who are a globally trusted provider of insight based solutions.



Human Resource Management is the strategic approach to managing and training people to achieve better performance. We go beyond this.

We provide on-site and remote assistance on a wide range of HR-related projects for companies. Our methods entail learning about the company's culture and HR practices before suggesting improvements. We aim to provide long-term and sustainable practices with the goal that they will be continually improved in attempts to develop independence because that is what builds great cultures. Our course on HR Training includes:

- Human Resource Planning
- Employment Law
- Recruitment & Selection
- HR Training & Development
- Employee Health & Safety
- Conflict & Stress Management
- Dispute Resolution
- HR Trends & Analysis

Facet5: What is Facet5?



Facet5 is a global measure of personality powered by a passion for development. We support individuals, teams, leaders and businesses to realize their full potential.

Used by organizations worldwide, we provide a model and a language to explain how people differ in their behavior, motivation, attitudes, preferred ways of working – and most importantly; what they can achieve.

Facet5 is the result of over 30 years of development using sound psychometric methods to create a model of personality that supports people development, in all its forms.

- Facet5 is a trait-based model with scales that are normative and reported as Sten scores. Practitioners can select from over 42 sets of norms and can change these whenever required.
- Norms cover language, gender, industry sector and function which allows users to find the norms best suited to their needs.
- The questionnaire consists of 106 questions arranged as semantic differential with a 5 point likert scale and takes 15–20 minutes to complete and is the foundation of Facet5.
- Available in 33 languages the report and questionnaire languages are independent so a questionnaire completed in German in Berlin can be reported in French in Paris.
- Facet5 has a built-in impression management process using sophisticated response latency algorithms. This gives faith in the accuracy of the reported profile and gives information for targeted conversations about the respondent's mindset.
- Facet5 is a self-service model. Results are available immediately upon completion. Clients can access their profiles globally 24/7. There are over 22 different report outputs that can be generated from the one questionnaire, ensuring reduced survey overload for participants and increased utility of the data across the employee lifecycle.
- There is no limit to the number of times a report can be created using different norms and languages. There is no additional cost for these reports.

The factors measured by Facet5 are:

	Will	Determination Confrontation Independence	The inner drive to commit to own ideas A drive to confront issues as they arise A tendency to go your own way
	Energy	Vitality Sociability Adaptability	Obvious enthusiasm and energy Interest in being with people Involving other's in your thinking
	Affection	Altruism Support Trust	Putting other people's interests first Always trying to be understanding Tendency to take people at face value
	Control	Discipline Responsibility	Being personally organised and planned Being willing to take personal responsibility
	Emotionality	Tension Apprehension	A general sense of tension or stress Being cautious and not over-optimistic



Organisational Scope of Work

What we can provide

Following discussion around your requirements. We can create a number of different pathway options for you to choose from through our directory of services.

This includes:

1. New Leader Development Programme
2. Leadership Coaching
3. Performance Management
4. Career Transition Management
5. Management & Leadership Capability & Skill Building
6. Supporting Transition Teams
7. Building High Performing Teams

We intentionally focus upon leadership development program for leaders where the aim is to build lasting capability within the organization. We have added more pathways under each heading so your organization can clearly choose which service is most applicable to each business function.

This Directory of Services provides an overview of the different pathways options. We recognize the need to improve capability so we have focused on the Leadership journey which is a 10 step comprehensive program. This is both robust and specific to their individual needs.

One option is to consider is 1:1 individual and peer to peer coaching to maximize impact.

We would be delighted to join a call to discuss further if you have any questions.

*Please note the proposal would exclude any design and meeting costs, venue and over seas transportation charges and the costs are valid for 12 months from date of issue.

Directory of Services Offering

The following are a list of services available from ADP Services. These provide a comprehensive range of people development solutions based on the current and future needs of organisations. All prices are quoted in USD\$.

New Leader Development Program

This program is ideal for new leaders who need to build core management skills and to understand and apply an effective leadership style. Delivered in cohorts of 6-9 with individual coaching modules for growth moments.

Target Group: New leaders or existing leaders who need to build stronger fundamental management and leadership skills

Duration: 10 modules over 4 months, run on demand or as a schedule service

'In place' Leadership Coaching

Ideal for individuals who are in a leadership positions and are looking to improve their effectiveness and performance. Delivered in a 1:1 coaching format the content and duration are agreed as part of the engagement process.

Target Group: Existing Leaders to provide tailored, impactful **growth moments**

Duration: 90 mins per session, face to face or virtual

Performance Management Coaching

Performance management coaching is suited to those individuals who require additional support to perform in their role. Delivered in a 1:1 performance coaching format, the individual receives feedback on their current performance against objectives, coaching on their style and build a performance development plan.

Target Group: Under performing individuals in role

Duration: 90 mins per session, face to face or virtual



Career Transition Planning

Suited to individuals where a career or role transition is required. Transition can be into a new role or team or out of the organization. Delivered in a 1:1 career coaching format, the individual receives valuable feedback on their performance, key strengths and how to leverage this in a new role.

Target Group: Individuals transition to a new role in or out of the mission

Duration: 90 mins per session, face to face or virtual

Management & Leadership Capability and Skill Building

These capability and skill building programs focus on building core management skills for both new and in role leaders. Delivered face to face or virtually in a classroom style each person is provided with in depth knowledge of the topic and toolkits and tactics they can use to apply back in their role. These sessions are designed and delivered based on current Tanzanian HR law and global best practice. These can be adapted for any country.

Refer to the Appendices for a full list of available topics. Programs can be scheduled on a regular basis to build broad capability or ad hoc based on need.

Target Group: Existing Leaders to provide tailored, impactful growth moments

Duration: 4 hours per session, face to face or virtual



Support Evolving Leadership teams

This half day program introduces evolving leadership teams to the Leadership offering. Covering the key programs, values and activity. It provides an overview of how to engage the various offerings and supports them in developing strong working relationships with their teams.

Target Group: Evolving Leadership team members

Duration: 3 hours per session

Continued.....

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Building High Performing Teams

Run on demand, these interactive, highly impactful programs are tailored to the needs of the team and are ideal for improving team performance and engagement. Recommended for new and in role leaders to demonstrate and role model new behaviors and where team composition has changed and common language is useful to help the team move from good to great.

Target Group: all teams

Duration: 1 day, face to face

New Leader Development Program

The 'New Leader Development Program' is ideal for new leaders who need to build core management skills and to understand and apply an effective leadership style. Delivered in cohorts of 6-9 with individual coaching modules for growth moments, the program is delivered over a 4 month period to allow participants to learn, practice and reflect on their development. The program provides opportunity for cross division relationship building, improved communication and peer to peer mentoring and accountability management.

Session
1

Individual Leadership Aspiration Conversation

We start with a diagnostic to support self-awareness and understanding of the individuals work preferences. This is combined with a leadership aspirations conversation to build a picture of what personal leadership looks like for the individual.

Format: 1:1 | Duration: 90mins | Output: Personal and Leadership Profile

Session
2

Leadership Values and Ways of Working

As a group, participants discuss and define what great leadership looks like across their organisation combining both local and international strengths to a set of meaningful leadership values and associated ways of working that will be referenced throughout the program.

Format: Group | Duration: 1 day | Output: Values Statement

Session
3

Personal Development planning & 360

Personal development is a combination of self-awareness, aspiration and capability. In this phase we gather 360 feedback and combine with other tools and information to build individual development plans that focus on areas of strength and stretch

Format: 1:1 | Duration: 90 mins | Output: Individual Development Plan

Session
4

Capability Build: Effective Conversations

The focuses is on how to have effective conversations that build great communication and trust. The cohort practice these skills, building understanding of their own style and how to adapt to others. Great conversations lay the foundation for creating clarity, managing performance and building engagement within teams

Format: Group | Duration: 1 day | Output: Conversation Skilling Plan and toolkits

Session 5

Capability Build: Management Basics

The sessions focused on the key components of basic management from a range of topics including: - Introduction to performance management, diversity, team management, disciplinary and grievance, bias, recruitment and selection.

Format: Group | Duration: 1 day | Output: Management Skills toolkit

Session 6

1:1 Coaching

Mid point through the program we check in with participants through a 1:1 coaching session. These sessions focus on personal responsibility, accountability and responsiveness. Feedback is sort on progress to date and development plans updated to ensure the maximum impact of their learning.

Format: 1:1 | Duration: 90 mins | Output: Updated development plan

Session 7

Peer cohort working group challenge

Development is accelerated through experiential, meaningful practice. The working group challenge is a 1 day intensive center that allows the cohort to practice their skills. We provide a business critical problem to solve as a team. We invite senior leaders to a presentation and provide feedback. At the end of this session individuals will identify a 'growth' mentor' to continue to work with beyond the program.

Format: 1:1 | Duration: 90 mins | Output: Individual Development Plan

Session 8

1:1 Coaching

We check in with participants through a 1:1 coaching session. These sessions continue to focus on personal responsibility, accountability and responsiveness. Feedback is provided on progress to date and participation in the working group challenge. Development plans updated to ensure the maximum impact of their learning.

Format: 1:1 | Duration: 90 mins | Output: Updated development plan

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Session

9

Capability Build

The final capability build session is based on the progress of the group and their specific needs as they have progressed through the program. Further capability sessions can be scheduled within normal business operations to continue to grow individual or group capability.

Format: Group | Duration: 1 day | Output: Skills toolkit

Session

10

Programme Close & Celebration

At the completion of the program, new leaders are provided with a certificate of completion and recognition for their efforts by both senior leaders within the mission. A celebration of new skills and capabilities ensure their energy and passion continue.

Format: Group | Duration: 4 hours

ADP Services can provide support on the whole of talent management process, for the selection, engagement and enrolment of potential leaders into this program. We support leaders with communication materials and manage the logistics of the program from start to finish.



Appendices

Leadership Development: Framework

LEADERSHIP ASPIRATION

Leadership is about inspiring others to achieve a collective vision. Leaders take action to ensure collective values, attributes and skills are lived and not merely talked about. These actions are about setting an example, establishing credibility, trust, inclusion, collaboration and resilience



ASPIRATION

*Living the values,
taking action, building
the future*

CAPABILITY

Building capability in self and others to deliver on their aspiration. Leaders need both skills for today and skills for greater responsibility in the future. This is achieved through learning and seizing developmental opportunities



CAPABILITY

Building the skills and know-how for now and the future



SELF-AWARENESS

Understanding self and others
Personality, Style & Preference

SELF-AWARENESS

Leaders have an in-depth understanding self and their own leadership style to support their aspiration. Leading self as role model to others. They understand what they stand for. Their values and attributes provide the basis of character, which gives the leader the courage to do what is right regardless of the circumstances or consequences

Capability Building Options

These capability and skill building programs focus on building core management skills for both new and in role leaders. Delivered face to face or virtually in a classroom style each person is provided with in depth knowledge of the topic and toolkits and tactics they can use to apply back in their role. These sessions are designed and delivered based on current Tanzanian HR law and global best practice. These sessions can be adapted for different countries. Individuals are provided with a certificate of completion. Duration for all sessions: 4 hours | Toolkits and workbooks provided

Session		What this includes
1	Performance Management	How to manage performance and provide effective feedback conversations
2	Career Conversations	Identifying individuals strengths, motivators, demotivators and ideal role elements. Planning for career progression.
3	Recruitment for Success	Recruitment and selection training for hiring managers
4	Disciplinary and Grievance Training	Line manager training on the disciplinary and grievance process
5	Wellness Management in the workplace	Supporting leaders on how to identify triggers for managing stress and anxiety in the workplace
6	Cultural awareness training	Understanding the importance of cultural diversity in the workplace
7	DE&I	Diversity, Equity and inclusion training
8	Managing and identifying Talent	How to objectively identify and manage talent across the organisation
9	Managing teams	Soft skills on understanding how to manage team members effectively

Capability Building Options

	Stages	What this includes	Duration of the session
10	Managing change	Explaining the different stages of change and how individuals react to them	1/2 day - 4 hours workshop
11	Coaching and Mentoring	To how effectively coach and mentor individuals	1/2 day - 4 hours workshop
12	Conflict resolution training	How to resolve conflict in your teams	1/2 day - 4 hours workshop
13	Communication Skills	How to communicate more effectively	1/2 day - 4 hours workshop
14	Employee Engagement	How to understand what employee engagement is	1/2 day - 4 hours workshop
15	Emotional Intelligence	EI Is the ability to understand, use and manage your emotions in a positive way	1/2 day - 4 hours workshop
16	Influencing and Persuading	How to amend your communication style to influence and persuade	1/2 day - 4 hours workshop
17	Negotiating	How to have strategic discussions where you are persuading parties to agree to your perspective	1/2 day - 4 hours workshop
18	Networking Effectively	Building a valuable network so you can share or learn from others	1/2 day - 4 hours workshop
19	Leading and Motivating	How to become and effective leader through motivating others	1/2 day - 4 hours workshop
20	Problem Solving	How to resolve issues to allow you to grow	1/2 day - 4 hours workshop



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