

EMINENT  
GROWTH

Are your personnel contracts in place?

Do you have labour issues?

Is your business growing too fast?

Do you need a Para Legal ?

Is your office management and administration getting out of hand?

Do you need a competent employee but cannot afford a full-time person?

Do you know what you want but do not have enough time to implement?

Do you need an office revamp ?

Would you like to extend your existing property ?

## LET US SORT OUT THIS HURDLE IN 2018!

**Eminent Growth** is an independent business consultancy assisting small to medium size businesses, streamlining their office management by evaluating, recommending and implementing new office procedures, systems and structures.

## EMINENT GROWTH'S SERVICES INCLUDE

General Human Resources | Labour Relations | Payroll | Recruitment and Response Handling

Psychometric Evaluation | Management Coaching | Training | Design and Printing

Financial Services | Statutory Services | Para Legal Services

Office Administration | Construction Administrative Services

Office Space Planning | Designs and small to medium Infrastructure Construction

With over 45 years' combined business experience our dedicated team will structure your business to the next level.

**FOR A CONSULTATION CONTACT US ON**

**Telephone: 083 379 4584 | [info@eminentgrowth.co.za](mailto:info@eminentgrowth.co.za) | [www.eminentgrowth.co.za](http://www.eminentgrowth.co.za)**

Directors: N Muller | D van Helsdingen - Registration Number: 2015/384868/07

687 Wekker Street | Moreletapark | Pretoria | 0044



## EMINENT GROWTH - HUMAN RESOURCES

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**Eminent Growth** focus on the company's greatest resource – its employees. Without good employees, the best business plan and ideas will fail.

**Eminent Growth's** primary HR focus is to draft, implement and regulate new company policies, procedures and operational systems. This is intended to prevent and reduce any conduct that may be detrimental to the efficient operation of the business which may result in a loss and/or lack of productivity and performance. A formal working policy protects both the employee and the employer and promotes a good working relationship between the employer and employees.

### Phase 1

Our first phase is intended to better understand your business and determine which hurdles is limiting the company's growth. We commence consultation with the director/s and senior management and thereafter the employees. During such consultations we request all parties to do a DISC analysis to determine the individual's strengths and limitations.

Clarity is one of the most important aspects, securing a good relationship between the employer and employee.

### Phase 2

Phase two entails the electronic upgrade of the employees' personal information and qualifications and to determine the growth potential of the employee.

### Phase 3

Phase three entails the drafting of a new company organigram and the suggested restructuring of the employees in the various departments. Detailed job specifications with key responsibilities are drawn up to clarify what is expected of each employee. Should it be required to implement any retrenchments or restructuring our labour relations department shall attend to this according to the Basic Conditions of Employment Act and the Labour Relations Act.

### Phase 4

During phase four we evaluate the below mentioned and draft a management report.

- company organigram and structures
- company policies & procedures
- operational procedures
- disciplinary code
- employee records

"Employees don't leave bad companies, they leave bad bosses"  
If you're operational systems are in place you are probably a good boss

### Phase 5

On approval of the suggested new organigram as per the management report **Eminent Growth** shall continue with the following:

- retrenchments and restructuring process
- updating of personnel records
- drafting of new company policies & procedures
- drafting of new operational procedures with the assistance of management
- drafting of a new disciplinary code
- drafting of new employment contracts



## Phase 6

To ensure the continuous growth of your employees, it is important to continuously manage and review the quality of work by the employees.

Phase six is done quarterly where after growth points are determined and focussed on by means of targets and feedback. Such quarterly reports will also help managers to determine any bonuses.

Other General HR functions include:

- employee assistance programs
- leave reconciliations
- entrance and exit interviews
- issuing of statutory documents - UI19 form, schedule of salary and certificate of service

## EMINENT GROWTH - LABOUR RELATIONS

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"We strive to keep cases out of the CCMA and Bargaining Councils by following correct procedures"

- issuing of warnings
- issuing of disciplinary notices
- chairing disciplinary hearings
- dismissals
- Bargaining Council and CCMA representation
- retrenchments

By using **Eminent Growth** for your disciplinary action, you avoid potential emotions.

## EMINENT GROWTH - PAYROLL

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**Eminent Growth** together with Solutions 24, have developed a modest but efficient payroll system which is adjustable according to each client's specific needs. Our services include:

- timesheet management
- timesheet processing
- printing of payslips
- distribution of payslips
- e-filing
- drafting of a monthly report with regard to PAYE | UIF | SDL | COID

## EMINENT GROWTH - RECRUITMENT AND RESPONSE HANDLING

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Hiring correctly means reduced staff turnover and increased work performance.

**Eminent Growth** have many means of recruiting the right person for the job. Our first objective is to draw up a detailed job specification with key responsibilities. The following processes are used:

- advertising and response handling
- existing database searches
- head-hunting



**Eminent Growth** shall be responsible for shortlisting candidates and present the top five candidates for interviewing and perform credit and reference checks. On finalising of the recruitment process, **Eminent Growth** shall handle the regret communication of the candidates that applied for the position.

## EMINENT GROWTH - PSYCHOMETRIC BEHAVIOURAL EVALUATIONS

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**Eminent Growth** makes use of the DISC instrument to determine the behaviour style, strengths and blind spots of an individual in a working environment. There is no right or wrong and the purpose of the report is for personal development and for having a greater understanding and empathy for co-workers and their working style. One should not over-interpret this information and be careful not to label or judge an individual. This report does not replace any detailed psychometric testing. On request thorough psychometric testing may be booked with our team of qualified psychometrists.

## EMINENT GROWTH - TRAINING

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Director 1

“What do we do if we train them and they leave?”

Director 2

“What if we don't and they stay?”

**Eminent Growth** strongly believes in training & development for managers and employees. Our team of dedicated trainers shall, on request, develop and present unique training material and present such to your managers and employees.

One of the biggest mistakes managers do is to dismiss an employee in the heat of the moment with serious consequences and penalties from the CCMA or applicable Bargaining Council. Together with our Labour Relations department we make labour law training easy and fun, by presenting workshops in the form of mock cases. We found that it is the best way to get team leaders and junior management trained. Should you wish to go the extra mile with this mock case training, we shall present such training with costume dressing.

## EMINENT GROWTH - FINANCIAL SERVICES

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Our financial services do not replace your accountant or auditor, but our systems make it much easier for them to compile financial statements at less billable hours. Without good accounting and insight on your cash flow, investments, and balance sheets you may risk making poor business decisions and potentially have the risk of going out of business. Our services include:

- bank reconciliations on MS Excel
- daily debtors & creditors on MS Excel with summary sheets with preselected general ledger codes
- Price comparisons



## EMINENT GROWTH - STATUTORY SERVICES

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- e-filing
- UIF
- SDL
- PAYE
- COID
- COID case communication
- Company name reservations and registrations

## PARALEGAL SERVICES

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Should your company require the services of a paralegal, look no further. **Eminent Growth** offers this service specifically for companies and attorneys who do not have the capacity for a full-time paralegal, but from time to time require help with the typing up of court documents, Dictaphone typing, or any other paralegal services which may be required. We also act as mediator in disputes should it be necessary. We also do debt collecting.

## OFFICE ADMINISTRATION AND CONSTRUCTION ADMINISTRATION

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To run a successful business or project, one needs to have proper operational systems and an effective paper trail. Company policies and procedures regulate all aspects in the workplace and is intended to prevent and reduce any conduct that may in any manner be detrimental to the efficient operation of the company which may result in a loss and/or lack of productivity and performance. **Eminent Growth's** services include:

- drafting of detailed asset lists
- drafting of detailed equipment lists with serial numbers for insurance purposes
- stock takes
- electronic filing in the cloud
- electronic and boxed archiving
- life files
- general account problem solving
- drafting of office templates for example:  
leave forms | warning forms | memorandums | notices | timesheets | payslips | stock sheets
- assist with the compilation of bill of quantities
- assist with tender compilations
- drafting of lease agreements
- drafting of contracts

## OFFICE DESIGN AND CONSTRUCTION SERVICES

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Eminent Growth has a dedicated office designer and a reliable team of construction workers with over 20 years' experience who offers a broad range of construction services from the initial concept to handover.



Our services include:

- rezoning
- office space planning
- drafting and approval of building plans
- project management
- construction services including:  
civil works | electrical | construction | wet services | finishes and décor & design

## OUR VALUES

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### **Unshaken Integrity**

Building solid relationships based on doing the right thing.

### **Continuous Improvement**

Our commitment is to continuously improve ourselves, our staff, our services, our products and most importantly to grow our clients' business.

We shall realise our vision by living our values and leading by example.

Through this process we will create sustainable value for our clients.

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