

Sample : organization presentation

PPT 1 : Welcome sign

Good morning and welcome to ABC Global. We are very pleased to have you with us. My name is Ms. Siri-orn Champatong, HR Director for ABC Global Thailand.

This morning, ABC Global's senior management will take you through all aspects of our business. With us today is Bruce March, chairman, president and chief executive officer of Imperial, Glenn Scott, senior vice president, resources and Paul Masschelin, senior vice president, finance and administration and treasurer. Also here today is George Bezaire, our director of corporate planning.

We should have time for your questions at the end before we finish up around 11:30. When you wish to ask a question, please use a microphone so participants can hear your question.

I would also ask that everyone please turn off your cell phones at this time.

PPT 2 : ABC logo

Ladies and gentlemen, **it is now my pleasure to** introduce our chairman, president and CEO, Bruce March to deliver the welcome address .

Thank you very much for your warm greeting.

Before we begin, I would like to take a moment to give you a background of ABC Global and review our successful business.

PPT 3 : Photo of product and service/ past and present

Brief of ABC history / product and service / Success stories and future plan

PPT 4 : HR department Office / ABC people

At this moment, I would like to draw your attention to our HR Department.

The Human Resources Department provides support and assistance; serves ABC Global and employees in the areas of learning and professional development opportunities, which is achieved through our corporate university, staff recruiting, employee benefits, leave management, regulatory training, labor law compliance, investigations, employee relations, employee events, personnel file management, labor relations and retirement services, in a proactive manner.

PPT 5 : Mission / ABC people

Our mission is to provide superior Human Resources services and programs that attract, motivate and retain the talented employees necessary to achieve the ABC Global 's Strategic Business Plan and the mission of the Strategic Activity Areas.

PPT 6 : Vision / ABC people

Turning to our **Vision, we will** promote a culture that recognizes ABC Global as the preferred employer. Our success will be achieved through credible professionals dedicated to teamwork, diversity, integrity and superior customer service.

PPT7 : HR departmental chart with 4 HR sections

The Office of Human Resources has primary staff responsibility for planning, developing, and implementing policies, programs, standards, and systems for effective acquisition, utilization, development, and management of human resources to accomplish the overall mission of the Department; for evaluating effectiveness of the Department's personnel management program; and for the analysis of position structures.

The Office has Departmental responsibility for

- Office of Management and Budget,
- Office of Personnel Management,
- Merit Systems Protection Board, and
- Federal Labor Relations Authority

directives and is the liaison with these organizations and other agencies concerning human resources management. The Office interprets laws, executive orders, rules and regulations, and provides technical and professional assistance, advice and guidance to the Secretariat and the bureaus.

The Director of Human Resources responds to the Assistant Secretary - Policy, Management, and Budget and reports to the Assistant Secretary through the Deputy Assistant Secretary - Human Capital and Diversity and is aided by four Directors.

The office develops and implements policies, procedures, programs and services to facilitate the successful implementation of the described initiatives on behalf of the Office of the Secretary. Policies, programs, procedures and services are developed and implemented by 4 divisions.

PPT 8 – 11 : Employee and Labor Relations Division (related pictures)

The Division has responsibility for the Departmental employee relations, benefits, absence and leave, awards programs (length of service, incentive awards, and functional awards), occupational health and safety programs, drug testing, violence in the workplace, family-friendly and personnel-related quality of work-life/productivity activities. Among the employee relations areas handled are performance management (appraisals and standards), grievances, adverse actions, disciplinary actions, dispute resolution, and appeals. Provides guidance on a variety of issues, e.g., alternative work schedules, trial and probationary periods, and benefits, Thrift Savings Plan, Employee Express, Medicare, injury and unemployment compensation. Awards activity concentrates on the Secretary's performance awards and prestigious awards of external organizations. Administration of the above programs is accomplished through analysis of legislative and regulatory proposals, development of Departmental policies and procedures, advice and assistance on unusually complex cases, periodic studies and evaluation efforts.

The Division has primary responsibility for Department-wide management advisory services on dealings with labor unions and the application of policy concerning labor-management relations. The Division establishes long and short-range objectives, develops strategies, projects, and plans for a systematic approach to labor-management relations on a Department-wide basis.

These responsibilities include such areas as: policy issuances; guidance and direction; representational matters; unfair labor practices; grievances; arbitrations; contract administration; negotiations; impasse proceedings; consultations with unions; labor agreement approval; training in labor relations; and contingency planning for work stoppages. The Division maintains liaison with the Office of Personnel Management (OPM), to ensure coordinated Department-wide approaches on Government-wide efforts, and ensures appropriate internal coordination within the Department. Consults with national and international labor organizations and has primary responsibility for maintaining relations with national headquarters offices which have Department recognition. Reviews negotiated agreements and recommends approval or disapproval to the Director of Personnel.

PPT 9: Executive Resources Division (related pictures)

Next, The Executive Resources Division develops, formulates, coordinates, and administers the Department's Executive Resources program. This includes facilitating decisions by and providing administrative support to the Department's Executive Resources Board (ERB). The ERB plays a prominent role in managing the Senior Executive Service (SES) Senior Level (SL) and Scientific and Professional (ST) needs and allocation requirements of DOI's bureaus and offices. The division provides the following services in support of ERB activities: position management, classification, qualifications determinations, documenting merit selections, pay setting, pay adjustments, developing performance appraisal systems, adjudication of pay-for-performance decisions for pay adjustments and performance awards, Presidential Rank Award coordination, assisting with executive development programs, Presidential Management Fellow certification, and other assigned tasks.

PPT 10 : Human Resources Information Systems Division (related pictures)

Moving onto the HRIS Division at ABC Global has primary responsibility for planning policies and programs, including strategic planning (and the development of the Department's Human Resources Management Strategic Plan); tactical planning; workforce and succession planning; the human resources portion of the Department's Government Performance and Results Act strategic plan; performing personnel-related aspects of OMB circular A-76; demonstration projects; workforce modeling and analysis; the Privacy Act and Freedom of Information Act; maintaining relationships with professional societies; monitoring legislative and regulatory developments; identifying and recommending changes in program direction and emphasis.

The Division has primary responsibility for planning, implementing, and operating the Department's human resources management data and information management systems, including the Federal Personnel and Payroll System (FPPS), and other satellite systems.

The Division has primary responsibility for planning, coordinating, and monitoring major personnel policies and programs for the Department, and for evaluating the effectiveness of human resources management in the Department. The Division's responsibilities include: the department's Human Resources Accountability System; administering the personnel management delegations of authority program; managing the personnel issuance system; assuring coordination of programs across functional and organizational lines; monitoring major program objectives; reviewing and evaluating the effectiveness of Departmental personnel programs and policies; integrating and coordinating bureau personnel evaluation programs with those of the Office of Personnel Management and the Department; reviewing and evaluating bureau and office personnel programs.

PPT 11 Staffing, Classification, and Career Management Division

The fourth Division has primary responsibility for recruitment (selective factors, OPM certification, delegated examining, applicant supply file), placement, merit promotion (competitive actions, non-competitive actions, areas of consideration, certification), employment policy, staff planning, qualification standards, medical qualification standards, testing, Outstanding Scholar appointments, Intern programs (Diversity, Presidential Management, Student), seasonal employment, details, volunteer programs, buyouts, furloughs, variation requests, Federal Equal Opportunity Recruitment Program, Reduction-in-Force and Veterans programs. Develops and operates the Department's applicant referral processes and the placement assistance programs (including the Career Transition Assistance Program, Interagency Career Transition Assistance Program, and Special Placement Program). The Division also coordinates and monitors the Department's Welfare to Work program.

The Division has primary responsibility for position classification, position management, classification standards programs, consistency reviews, adjudication of classification appeals, pay, and compensation programs. The Division analyzes and reviews position structures in bureaus and offices and recommends appropriate action; designs position structures and requirements to achieve maximum cost effectiveness and contribution to program goals; provides advice and assistance to management in these program areas; and administers the classification appeals program for the Department. Reviews proposed organizational revisions and makes recommendations regarding position management and other personnel implications. Provides classification advice and assistance to the bureaus and generally oversees the effectiveness of the classification program throughout the Department. Compensation and Pay aspects include merit and premium pay, hourly wage rates, General Schedule pay setting, special rates, FEPCA, FLSA, pay determinations, pay appeals, backpay, and wage surveys.

The Division has primary responsibility for the Department's policy on training; upward mobility; supervisory, manager, and executive development systems; assessment systems; mobility programs; participation in the Executive Seminar Centers; Intergovernmental Personnel Act assignments; and the Senior Executive Service Candidate Development Program. The Division also establishes policies in all areas of career management including, orientation and acculturation programs, succession planning, technical and skills training, mentoring programs, management and leadership training, supervisory training, and career development programs (career entry and developmental, mid-level intake and developmental, career broadening, leadership potential, and executive preparation).

PPT 13 : figure

Turning to our operations, we recognize that our most important asset is our member.

I am pleased to share you our fact figure of ABC Global.

There are totally..... staff , divided into FT andPT

In terms of the sex, there are.....

PPT 14: HR Projects and activities (related pictures)

Now let's look at the booming activities and campaigns we made throughout 2013.

PPT 15:

People and organization

- New organizational structures
- Building technical and leadership capability
 - Over 3,000 new technical staff recruited
- Strengthened common BP values
 - Restated values and expected behavior
- Stronger linkage through reward and performance
 - Balancing medium and longer term

So I want to finish by briefly looking forward at what we plan to achieve in 2014.

Value growth will only be unlocked through the commitment, discipline and hard work of our people. We have great people at BC Global dedicated and focused on supplying energy around the globe.

We have also been very active in recruiting skilled employees – for example with over 3,000 new technical specialists.

As a management team we have devoted time to describing a set of very simple, very personal values that we are embedding in the company – safety, respect, excellence, courage and acting as one team. For those of you with us in London, you can see more on these outside this room.

We've also evolved our approach to performance management and reward, requiring employees to set personal priorities for safety and risk management, focus more on the long term and working as one team.

And that seems a good note on which to hand over to Brian to take you through the 2014 numbers.

PPT 16 : breakouts

On the front of your passes you'll see that you have a number 1, 2 or 3. This allocates you to a group for the break-out sessions. We'd like you now to make your way over to the back of the room to the venue host holding the appropriate numbered board who will escort you around the break-out sessions. We would be most grateful if you do this promptly in order to ensure things run smoothly this afternoon. We would also ask that you stay with this same group throughout the sessions. There will be refreshments available at the break-out locations and time for a longer intermission after the break-outs complete.

Thank you, enjoy the break-outs and we will see you all back here at 11.30 am for our Q&A session.

Ladies and gentlemen, thank you very much for spending today with us. I hope you have found the time well spent.