

From the Editor's Desk



Dear Readers,
Greetings From SmartEdge!

Motivate! Engage! Inspire!
The beginning of the calendar year is at its heart a fantasy of newness and clear slates – of the chance to do things differently and with more attention to purpose.

We had a remarkable 2016, thanks to our readers, clients and well-wishers who contributed and gave us their valuable feedback to do much better.

As we start 2017, we are bursting with plans and new ideas to make this platform a centre to learn, de-learn and relearn. To keep our self engaged, SmartEdge has embarked on another new initiative, a weekly feature “Smart HR – Wallet” which will showcase the trending HR concepts for your review. Stay tuned.....

Further in, our section, Learning Point, illustrates the importance of statutory compliance in Human Resources and how essential it is for any organization to be successful in today's legal environment. Our section on Spotlight, portrays the winning points to be a successful manager. So read on.....

We look forward to work with all of you as we continue to make SmartBulletin a success and we welcome your feedback as authors, readers and reviewers of the newsletter.

Have a sparkling 2017!!!



Riabelle Fernandes

LEARNING POINT

Statutory Compliance

By Gill Furtado, Business Head Compliances

The human resources (HR) function is at the center of most employers' efforts to identify, hire and retain the people the organization needs to execute its strategy and achieve its goals. But the HR function is a key player within the organization's compliance structure as well.

There are numerous laws and regulations governing the employment relationship that HR professionals must understand and navigate in order to help ensure their organizations avoid costly fines and other penalties, including the potential harm to the organization's reputation.

Creating and Executing HR Compliance:

Clearly, human resources (HR) compliance is essential for any organization to be successful in today's

legal environment. But achieving and maintaining compliance can be elusive goals for organizations that do not recognize the challenges and develop an effective strategy to meet them.

HR compliance should be treated as a process of defining both individual and group behaviors to ensure the organization's applicable laws and policies are followed. The HR function must hire and retain individuals that are knowledgeable about HR specific laws and can create policies and procedures in relation to these laws. Just writing policies and procedures and placing them in a repository is not enough. Once established, they must be effectively communicated throughout the organization.

This is most likely to happen in cases where HR compliance has been integrated with the organization's overall business strategy, and the organization's leadership has taken steps to ensure all employees understand the importance of HR compliance.

Statutory Compliance Management:

With scores of labor law compliances required of Indian companies, organizations can spend a significant amount of time ensuring that they are compliant with all these provisions, with no guarantee of full compliance. These include but are not limited to the following regulations:

- Factories Act
- Shop and Establishment Act
- Labour Welfare Fund
- Minimum Wages Act
- Bonus Act
- Other Labour Regulations as applicable for the establishment
- PF & Misc Provision Act
- ESI Act
- Maternity Benefit Act
- Payment of Wages Act
- Contract Labour Regulation and Abolition Act

As an employer you can ensure that your organization is 100% compliant with these regulations through the provision of the following services:

Statutory Management Services:

- Licensing and Registration under various Labor Laws
- Calculation of Periodical Liability & preparation of Payment Challans accordingly
- Preparation and Submission of Periodical Statutory Reports
- Attendance of Periodical Statutory inspections held by the Govt. Officials whenever required

Consulting Services:

- Educating the client about the various labour law compliances
- Analyzing the client's current compliance mechanisms in place
- Recommending the necessary infrastructure and process to ensure 100% labor law compliance

Auditing Services:

- Evaluation of client's statutory compliance record
- Evaluation of any associated vendors' statutory records
- Reviews conducted on a periodic basis
- Detailed report highlighting any deficiencies in the client's current Statutory compliance system

These steps will help the HR function take a large step to achieving its goal of maintaining HR compliance for the overall organization.

SPOTLIGHT



7 Tips To Help You Be A Better Manager
By Alicia Fernandes

1) Know your team members

A manager should know the bio of his/her team members very well. In professional capacity, this will help in delegating projects according to the strengths and weaknesses.

2) Don't play politics

Since a manager has information about each and every team member – their strengths, failures or even success, he/she should not use the information against them. Playing one team member against the other is a great no-no when it comes to organizational success and team bonding.

3) Before you delegate task, you should be able to do it

Delegating work is essential, but just because you have team members to do various jobs, that doesn't mean you will heap work on your team mates. Your team members look up to you for aspirations, career progression – and they want to learn things which you know, it's important for you to up skill yourself in regular intervals and also one should know the work you are entrusting your colleagues to do. That brings respect and more credibility.

4) Believe in transparency

Communicate more with your team mates. You are the person who will give them information about what the senior management is thinking about. Your team members rely on your transparent views. One small misinformation from your end can become a serious issue and then become a 'blame-game' later on.

5) Encourage healthy competition

There is no need to start a race within your team about 'who-wins-first' or who clocked more revenues. But encourage a team competition about how and why it should matter and how a good productivity will ensure their progress.

6) Assess your unconscious bias

As per human behaviour, we tend to give good projects to people whom we trust, or even know them best. Try and rise above this. Give projects to people who will drive growth and not your favourites.

7) Ask for feedback from subordinates

Feedback is important for mending all the severed relationships. At least once a year, or however you deem fit (may be Project wise or quarterly), the first step to correct your actions.



SNAPSHOT



“ISO 9001:2008 - Awareness”



“Train The Trainer”
Cadila Healthcare Limited



“New Dimensions of Supervision”



“Leading Happy Retired Life”
Goa Shipyard Ltd.



“High Impact Presentation Skills”



“New Dimensions of Supervision”
Pentair Water India Pvt. Ltd.



“Problem Solving with Root Cause Analysis”



“Behavioural Based Safety at Workplace”
Sanofi India Limited



“Prevention of Sexual Harassment at Workplace & Latest Amendments in Labour Laws”



“Train The Trainer”
Kenilworth Resort & Spa, Goa



“Managing Time-from Activities to Result”

quarterly), ask your team members to assess their Manager – which is you. Take criticisms positively because it's the first step to correct your actions. If you think you are infallible, and since you are the manager you can't do any wrong, think again. A manager loses his/her integrity the moment she/he believes this.

STRIKE-THROUGH

Points to Ponder

- ❖ If you want to achieve something, start with an outcome in mind and work backwards with a plan that leads to the outcome.
- ❖ If someone says, “this is the best we can achieve” - question that. Perhaps it is the beginning of getting it even better.
- ❖ Surround yourself with people who think differently, people who bring a different kind of skill set, rather than people who agree with you all the time!
- ❖ Leverage technology
- ❖ If you have demanding customers, tough bosses and broken systems - do not run away! That is the most fertile ground you can expect, to be able to use your talents and make a difference!
- ❖ Embrace diversity of thoughts and inclusion of different kind of thought processes. Diversity is a great opportunity, and needs to be leveraged upon.
- ❖ Work hard, celebrate wins and have fun!
- ❖ When it comes to people related decisions, practice one mantra: “Objective and fairness”!

Upcoming Programs for January - March 2017

- ➔ Proposed Goods & Services Tax (GST)
- ➔ Data Mining and Analysis
- ➔ Advanced MS-Excel
- ➔ Import - Export Documentation
- ➔ Inventory Management
- ➔ Finance for Non-Finance Professionals