

NEWSLETTER

HR SHARE CLUB

Annual Review

Phnom Penh, December, 2017



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- HR Survey Data
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- HR SHARE Club Schedule 2nd Year
- About HR SHARE Club
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1. Annual Review

◆ 5 topics have been conducted during the club members' meeting in 2017.

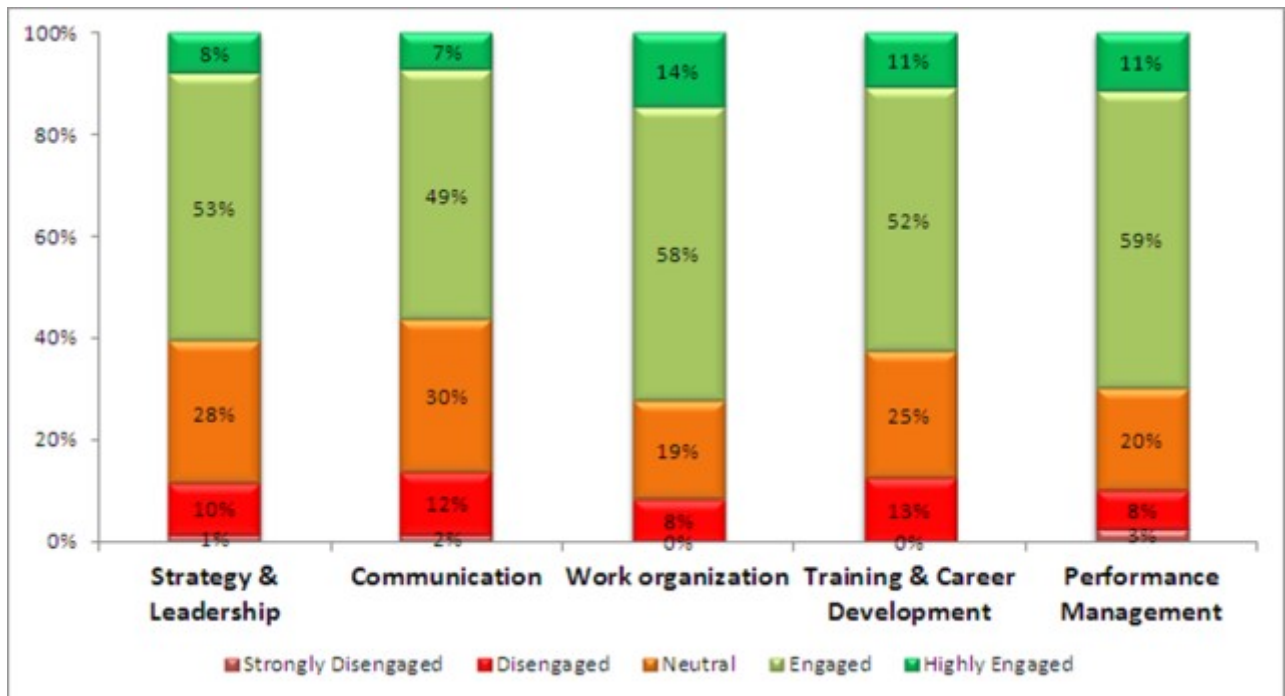
- ⇒ Designing Benefits Policy, Apr 2017
- ⇒ Effective Leave Management, Jun 2017
- ⇒ Employee Engagement Survey and Result Implementation, Aug 2017
- ⇒ KPI Setting, Oct 2017
- ⇒ Salary Increase Techniques, Dec 2017



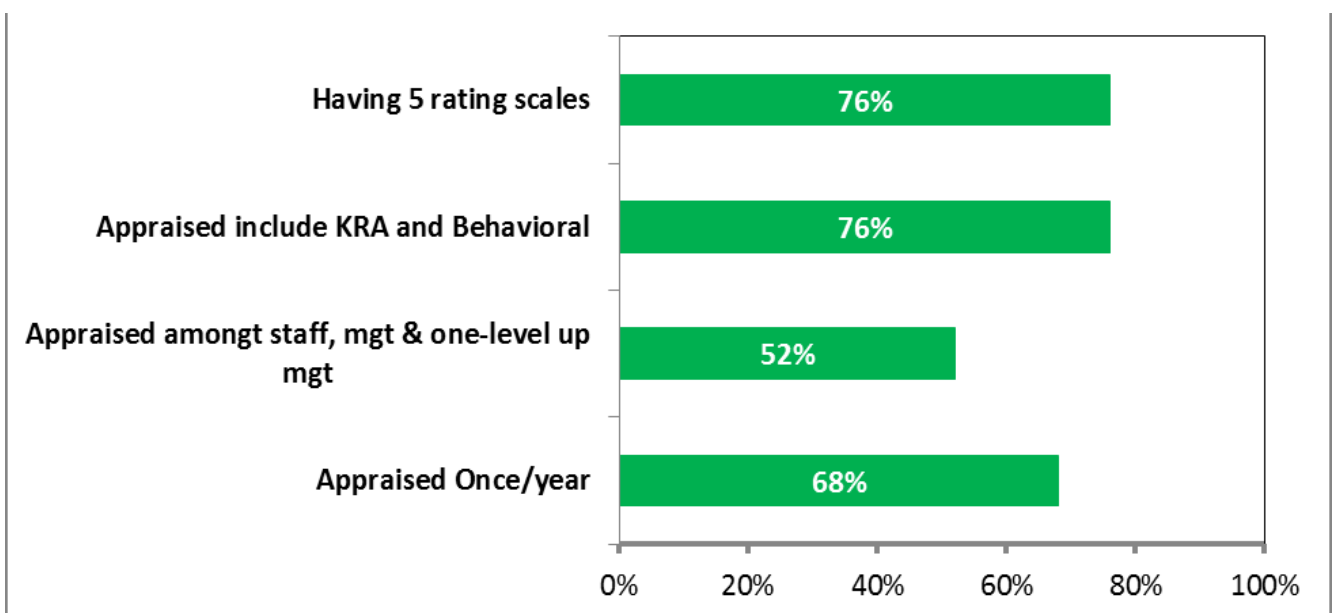
2. HR Survey Data: Employee Engagement & Performance

* Employee Engagement

We conducted a pilot survey on Employee Engagement Survey amongst 44 respondents and here is the result.



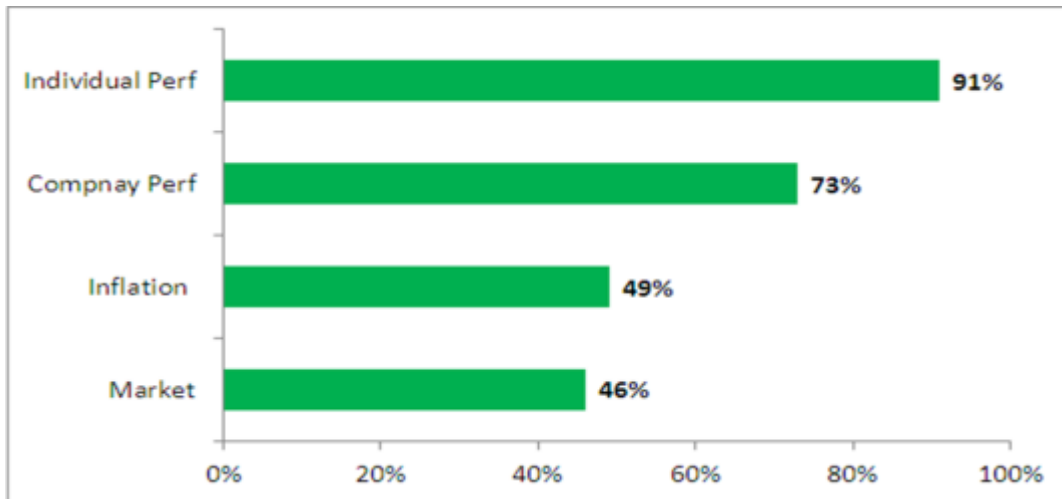
* Performance Appraisal



3. Salary Increase Technique

Salary increase data 2018 (Projected) by sectors was made available for HR SHARE Club members and HR professional respondents.

* Criteria for Salary Increase



* Salary Increase Technique — Meeting Activities



◆ **Next Meeting**

⇒ **Competency Based Interview**

- Date: 18 Feb 2018 from 8:30 – 11:30am

4. HR SHARE Club 2nd Year Members Meeting

Discussion Topic (2018 - 2019)	Date
Talent Management	Apr - 2018
Designing Employee Handbook	Jun - 2018
Work Permit Process	Aug - 2018
Contract Termination Calculation	Oct - 2018
Salary Scale Design	Dec - 2018
Effective Staff On-boarding	Mar - 2019

5. About HR SHARE Club

With request from some training participants and our clients, HR SHARE Club has been formally formed since March 2017. The club has nearly 40 members who are HR professional practitioners.

* **Participants Profile**



6. C & B Professionals Club

Benefits:

1. Attend 4 discussion topics for FREE

Discussion Topics	Date	Duration
Salary scale design	Dec-17	Around 3h
HR Budget Planning	Jan-18	Around 3h
Benefits Policy Design	May-18	Around 3h
Annual Salary Increase	Sep-18	Around 3h

What' New

2. On-going advisory on C&B matters

3. Industrial networking

4. Discount rate when purchase compensation survey report.

7. Training Schedule

- Training Schedule at The CENTER for Jan — Feb, 2018

Topic	Starting date
Cambodian Labor Law	07 Jan, 2018
Labor Compliance	13 Jan, 2018
KPIs Setting and Performance Management	14 & 21 Jan, 2018
Tax on Salary and Fringe Benefits	20 Jan, 2017
Payroll Management and Staff Compensation and Benefits Management	28 Jan & 04 Feb, 2018

Prepared by: Loek Chantrea

Reviewed by: Yim Meng Chhorn

To discuss about membership,

Contact: The CENTER HR

Address: Lion Star Building 1 St Floor,
Russian Blvd, Opposite RUPP

H/P: 015 810 012

mengchhorn.yim@thecenterhr.com

www.thecenterhr.com