



# PRO GROW

FOR HUMAN RESOURCE CAPITAL CONSULTATIONS,  
ASSESSMENT & TRAINING



## BUSINESS CONSULTANTS TO THE WORLD.

We Provide Human Capital  
Consultation services.

Bespoke various modeling that fit your organization  
and will help you deliver optimal performance.

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# ABOUT PRO GROW

*We Provide Human Capital Consultation services. Bespoke various modeling that fit your organization and will help you deliver optimal performance.*

*The Pro Grow is a sister company to United Consultant Group with a team of experts and a project history in human resource consulting, psychometric assessment and Training. Our experts have a strong scientific background and the necessary technical skills they need to be successful, meeting deadlines of your projects. We provide services to construction companies, hotels, banks, factories, airport, service companies etc...*



# RECRUITMENT MANAGEMENT

*We Provide Recruitment Services in providing talented calibers To meet the Man power planning needs of the organizations.*



*Pro Grow covers the whole project scope from Human Resource Consultancy, People assessment (Ability and Personality) and Learning and Development, Personnel management and Recruitment Services.*

- ➔ We establish competency based assessment through assessment centers, To leverage employee's performance standards.
- ➔ Also we aim in Leveraging Employee's Knowledge and increase employee's skills and ability to achieve organization goals.
- ➔ Creating employee's career path to increase stability and decrease turnover Within the company.
- ➔ With our deep understanding of Human Resource and its modeling and insight into creating processes, procedures, system design to aid our clients in strategic decision making.

# PERSONNEL MANAGEMENT

- ➔ Signing contracts with employees
- ➔ Commitment to provide all employee rights
- ➔ Registration of employees on social security forms
- ➔ Providing health insurance service
- ➔ Open bank accounts and issue ATM cards to employees
- ➔ Preparing reports, follow up and record all monthly variables (overtime, bonus, commissions, etc.)
- ➔ Presenting salaries and insurance monthly reports
- ➔ Payment the due amounts to the labor tax authority
- ➔ Assigning a special employee to deal with employees and the social insurance authority
- ➔ Issue salaries and HR letters
- ➔ Full responsibility of the release forms, termination of the contract and resignations upon the approval of the authority with the submission of monthly reports of the achieved work.
- ➔ Applying the penalty conditions upon the termination of the contract.

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# TRAINING SERVICES

Soft Skills and Management Programs consists of the following:

Advanced Project Management  
Business Leadership  
Coaching & Mentoring  
Conference & Event Management  
Delegating – The Art of delegating effectively  
Effective Planning & Scheduling  
Giving Effective Feedback  
HR for non HR Managers  
Competency Based Interview  
Performance Management  
Training and Development  
Strategic Human Resource Management  
Compensation and Benefits (Setting Strategic Plan)  
Recruitment and Selection  
Job Analysis and Job Description  
Talent Management  
Labor Law and Social Insurance  
Balance Score Card  
Train the Trainer  
Integrated Marketing Communication  
Marketing Research  
Selling Skills Techniques  
Strategic Marketing  
E- Marketing  
Pharmaceutical Marketing  
Marketing and Sales course  
Intermediate Project Management  
Inventory Management  
Leadership skills for supervisors  
Communicating, Coaching and Conflict  
Logistics & Supply Chain Management

Managing Across Cultures  
Managing Difficult Conversation  
Meeting Management – The Art of Making Meetings Work  
Motivation Training – Motivating Your Workplace  
Negotiating for Results  
Project Management Fundamentals  
Customer Service  
Stress Management  
Time Management  
Communication Skills  
Emotional Intelligence  
Public Relations  
Risk Management  
Team Building Developing High Performance Team  
The ABC's Supervising Others  
The Professional Supervisor  
Result Oriented  
Total Quality Management  
ISO 9001 – 2008  
First Aid  
Supply Chain Management  
Finance Management  
Accounting for Investment & Financial Instruments  
Finance for Non Financials  
Cash Flow Management, Budgeting & Analysis  
CMA  
CFA

# ENGLISH PROGRAMS

Business English (9 Levels)  
General English  
Conversation  
Listening and Speaking, Reading & Writing,  
Grammar and Vocabulary ( 6 Levels – 16 hours per )

Reading and Writing  
Grammar & Vocabulary  
Pronunciation and Legal English (20 hours)

# OUR SERVICES

## HUMAN RESOURCE CONSULTANCY

- ➔ Organization Design and Restructure
- ➔ Mapping Employees Skills and KPI's
- ➔ Job Analysis and Job Descriptions
- ➔ Succession Planning
- ➔ Competency Modeling
- ➔ Salary Survey and Benefits
- ➔ Performance Management
- ➔ Career Counseling

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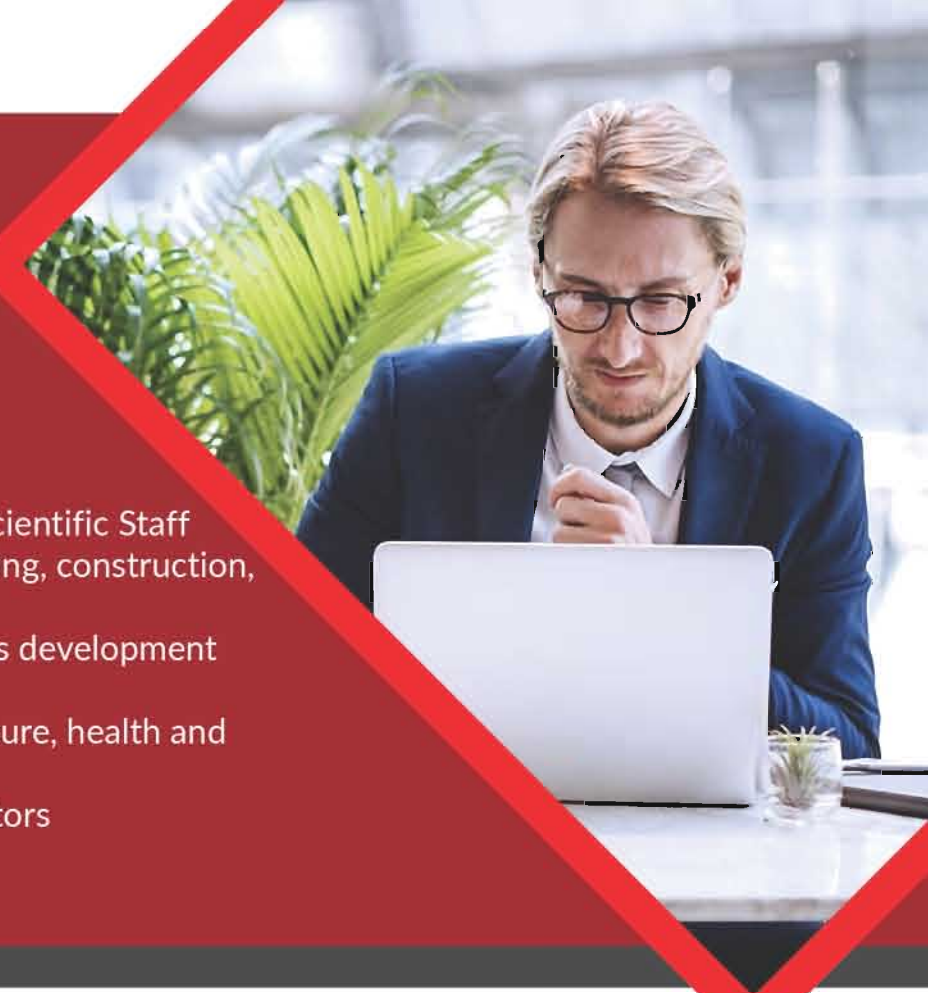
# PEOPLE ASSESSMENT

The psychometric assessment is licensed from the British Psychology society in UK to provide ability and personality testing. Psychometric assessment are provided for all targeted candidates (employees) from Managing director, Managers, Senior level, Junior level etc....



## CANDIDATES TARGETED TO BE ASSESSED:

- ➔ Directors, Managers and Professionals
- ➔ Graduates and Management Trainees
- ➔ Production, Construction, Engineering and Scientific Staff
- ➔ Operational Staff in manufacturing, engineering, construction, and transport
- ➔ Commercial staff in sales, marketing, business development and financial services
- ➔ Customer staff in call centers, hospitality, leisure, health and education
- ➔ Administrative staff in private and public sectors



# ABILITY TESTING

*The ability tests helps to identify the best person for a role. It includes measures of:*

- Verbal ( Working with words )
- Numerical ( Working with numbers )
- Diagrammatic ( Working with systems )
- Abstract ( Working with logic )
- Error checking ( Working with details )
- Spatial ( Working with designs )
- Mechanical ( Working with equipment )

## THE ASSESSMENT CONSISTS OF THE FOLLOWING:

- ➔ Assessment Centers
- ➔ Online Assessment Tools - Testing

# PERSONALITY TESTING

This report summarizes employee's performance and highlights areas of potential strength and areas for potential development that should be investigated further. It produces profiles across 4 clusters, 12 sections, 36 dimensions and 108 facets. The questionnaire assesses and individual motives, preferences, needs and talents in critical work areas.

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