

Our Added-Value

- Are you looking to outsource part of your staff ?
- Do you need flexible employment contracts that are 100% compliant ?
- Do you want a partner with a local expertise to manage your workforce ?

Our Methodology

- 1 Analyse** Review of the existing employment contracts
- 2 Customize** Bridging phase: Workshop to manage the migration from a previous employer to Aldelia, in line with client's HR policy
- 3 Plan** Kick-Off Meeting: Presentation of the migration strategy for client approval
- 4 Communicate** Presentation of the migration strategy to the current employer and contractors
- 5 Deploy** Validation of all the contractual aspects with the future Aldelia employees before migration commences
- 6 Automate** Signature of the new employment contracts & migration

Tailor made transfer from 1 to 2,000 staff

Your benefits

- ▶ A smooth transition thanks to a high quality service delivery
- ▶ A clear communication process
- ▶ All topics covered
 - Finance process alignment
 - Employment contract
 - Vendor registration
 - Insurance & Healthcare package
 - Appraisal process
 - Onboarding brief including HSE
- ▶ All critical items covered:



**Change
management**



**Toolkit for
employees**



Compliance



**Detailed follow-up before,
during and after the transfer**



CASE STUDY: MICROSOFT ANGLOPHONE WEST AFRICA



Executive Summary


Aldelia is the sole labour broker for Microsoft in charge of all contractors, totalling 130 personnel. The services to be delivered to Microsoft in Nigeria and Ghana include (local staff) :

- Contract and Payroll
- Medical Insurance
- Work Insurance
- Mobilization Logistics

Recruitment Process – Key Performance Indicators:

- ▶ **Disciplines:** Finance, Sales, Education, Interns, etc.
- ▶ **Transfer performed within a month** from the previous provider to Aldelia
- ▶ **Over 130 contingents managed by Aldelia in Ghana and Nigeria**

FACT FILE:

 **Locations:** Lagos (Nigeria) and Accra (Ghana)

 **Start Date:** 2013 (still ongoing)

 **Project Length:** 7 years

 **130 local contractors**

They trust us:



What clients say about us:

"We have established a great business partnership, as they are professional at what they do as well as reliable on their work commitment and ethics."

HR, Administrator & Legal Director Total Mozambique

"Their response time is highly recommendable, and they deliver professional quality services. I am confident in recommending Groupe Aldelia Limited, as we have enjoyed a mutually beneficial relationship."

HR Business Partner
Schneider Electric Nigeria