



Diversity Talent Management Limited

Company Profile

Our Profile

DTML is a Human Resources Management Consulting and Outsourced Professional Shared Services delivery company. It is a centre of excellence which uses world class techniques to provide basic HR & Management services, tailor made for our clients. We further reduce the distraction of the HR departments in organizations from all administrative services while enabling them to focus on their strategic business partnering, control and support functions. We have built an enviable reputation as a leading indigenous management and professional services consulting firm in Nigeria. Drawing from its deep domain expertise in management and HR consulting services, we can also leverage on the technical depth and breath of experience of our core team



Our Profile

At DTM Limited, we are committed to helping our clients perform at the highest levels and achieve their desired success hence, our slogan People Performing at their Peak. We pride ourselves in our ability to consistently adopt structured, rigorous and well thought through diagnostics process focused at understanding the peculiar needs of our clients and then design, develop and deploy customised innovative solutions and interventions to meet those needs. Our service offerings are targeted at both private and public sector organisations in Nigeria, the West African Sub-region, and other organisations across Africa seeking value adding solutions to the issues and challenges militating against employee performance and organisational effectiveness. DTM Limited has a world class training Services and Business Processes Outsourcing with experienced consultants and a proven pedigree of improving staff value through Experiential learning.



Our Profile

The value tenet of DTM Limited, enables us to make ourselves available and ready to provide our customers with the best professional Advices, Interventions & Solutions that elicits the core objective of “Value Creation”. Our services cut across:

- Business Transformation – HR @ SME Services
- Manage HR @ SME- Outsourcing “on site” & off site Human Resources Services
- Human Resources Shared Service Centre Implementation – On site and Offsite
- Human Resourcing Outsourcing
- Payroll Outsourcing
- Training (Learning and Capacity Building)
- Immigration Compliance Services
- Coaching and career advisory services
- Recruitment and Selection (Targeted Headhunting)
- Organisation Design and Corporate Structuring





Our Vision

People performing at their peak

Our Mission

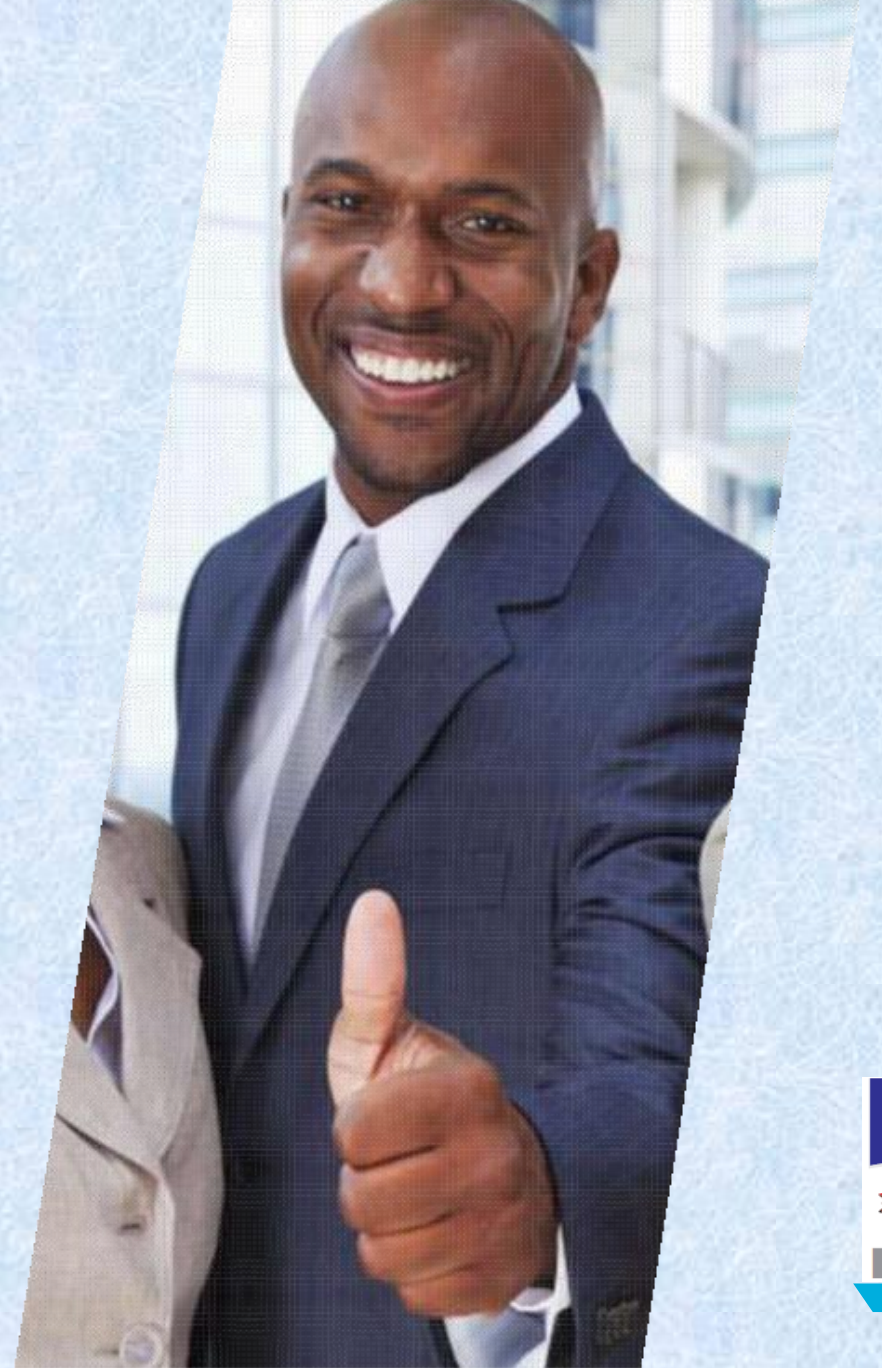
To deliver bespoke professional services that delivers superior value to all our stakeholders



Our Core Values

At DTM Limited, we are committed to a set of core values that not only define who we are, but also serve as guideposts to help us become the company we would like to be. We call these core values our **PIC** :

- ✓ **Patriotism:** We are devoted and vigorously support the course of our client and organisation.
- ✓ **Industry:** We are diligent and hardworking
- ✓ **Character:** Our moral qualities are distinctive.





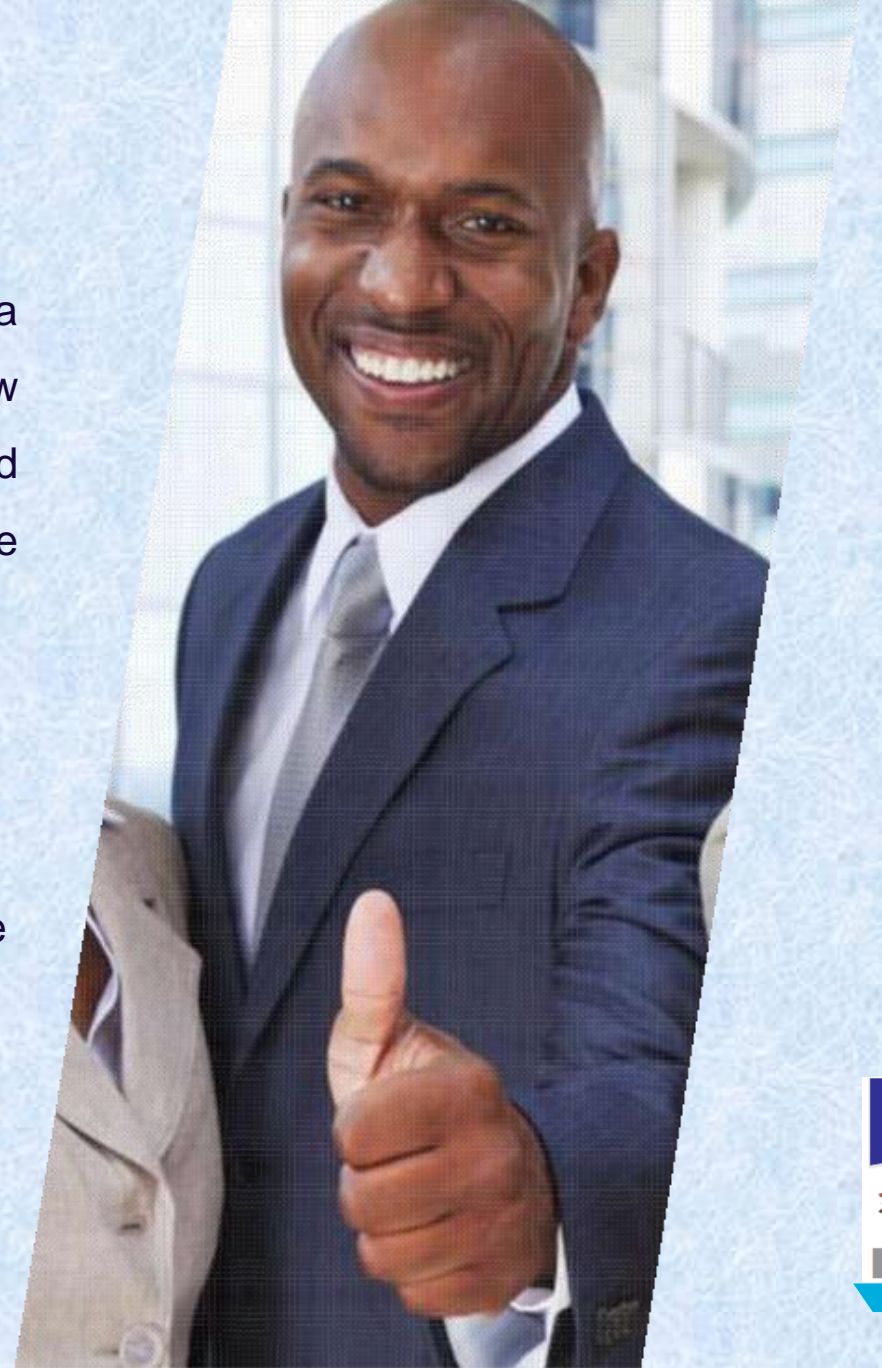
Our Services

- Temporary and Contract Placement.
- Permanent Recruiting(Bulk, Executive Search & Graduate recruitment)
- Training & Skill Acquisition Services
- Outsourcing (Managed Staffing)
- Compensation & Benefits Design
- General Organisation Design
- Background Check Services
- Career Counselling

Temporary & Contract Placement

Organisations usually have short or fixed term projects to which deploying a full time employee to such projects could be laborious, and making new offers based on the project is also not economical. We offer specialized services in this regard to providing temporary manpower to meet these needs. Benefits of this offering include;

- ❑ Helps the organisation achieve its goal at optimum cost
- ❑ Serves as a potential pool for full time positions
- ❑ Provides financial and administrative relief for the organisation as the contract workers do not add to their employee related work load and
- ❑ It is a form of employment branding platform for the organisation.



Permanent Recruiting(Bulk, Executive Search & Graduate Recruitment)

Strategy is not what separates companies but the people behind the crafting and execution of those strategies. The right people to make this happen is the biggest problem of every organisation. We help companies find industry savvy, and astute professionals who can meet our clients' needs. We start our work with a thorough understanding of our clients' current need, while anticipating future needs. We then work within agreed timelines and contract details with a view to meeting their needs. We further focus on the diversity needs of organisation in filling their recruitment needs. Our permanent recruitment service comes in three folds namely;

- **Bulk Recruitment:** We can assist you to organize & manage a mass recruiting event for multiple positions across the nation. We can work with your HR team or the function may be wholly outsourced to us.



Permanent Recruiting(Executive Search, Bulk & Graduate recruitment)

- **Executive Search:** Otherwise called head hunting, our database consists of top performing individuals in the local and international market that can meet your specific talent needs.
- **Graduate Recruitment:** We manage end to end advertisement and sourcing of fresh graduates to meet the graduate pipelining needs of our clients. We have relationships across Nigerian university and can carry out career fairs on behalf of our clients.

DTM Limited strives to demonstrate value to our clients' recruitment initiatives by utilizing proven processes. We have a commitment to understanding the uniqueness of every client culture. We take time to learn, explore and understand our clients' strengths & challenges with regards to employee selection and retention.



Training & Skill Acquisition Services

We offer a variety of training and skill acquisition solutions ideal for management and administrative employee development. Training is available on-site or off-site, utilizing a combination of learning techniques including, facilitator led trainings, lecture videos, skill practice exercises, e-learning solutions etc. Our training facilitation team includes experienced technocrats, human resources and organizational development professionals with extensive experience in a wide variety of industries. Occasionally, we run open courses aimed at general capacity building in specific fields of endeavour.

We also render customized trainings after thorough research into the organisation process to effect necessary attitude change or enhance latent skills.



Some of our Training Programs



- Lean & Quality Management
- Project Management
- Leadership Development Program
- Financial Reporting & Accounting
- Data Analysis and Planning
- Use of SAP Software
- Laws of Contract: Application to E-commerce
- Effective Business Writing and Communication
- Personal Effectiveness & Time Management
- Performance Management
- Salesmanship and Customer Focus
- Microsoft Excel
- Logistics & Supply Chain Management
- Marketing Analytics
- Inventory & Warehouse Management
- Psychology of Selling

Some of our Training Programs



- Competency Based Interviewing
- Performance Management Skills for line managers
- The Internal Consultant
- Entrepreneurship Skills for employees
- HR Analytics
- Feedback as a gift: 360 degrees feedback
- Customer Service and Leadership
- Basic & Advanced leadership skills
- Business Writing and Presentation Skills
- Information Security
- Blue Ocean Strategy
- Communication Barriers
- Innovation and Critical Thinking
- Conflict and Crises Management
- Supply Chain and Logistics Management
- Customer Retention Strategies
- Strategy and Decision Making..... and many more.

Outsourcing

(Business Process and Managed Staffing)

We provide bespoke business process and manpower outsourcing to enable our clients focus on their core business mandate. Our services in this area includes the following:

Manpower Outsourcing: We provide competent hands to support the daily operations of our client. These man power work across various support structures within the business and assist in delivering on the core mandate of our client.

Business Process Outsourcing: We manage entire functions/department on behalf our clients. This service even becomes more important to MSMEs who cannot afford to carry

on extra overheads. We bridge the gap as we have a team of qualified professionals who will focus on the various aspects of our client's business. We manage entire Human Resources and Finance functions for some of our clients while in other cases, we manage the secondary sales team of another client.

Managed staffing provides relief for businesses so they can:

1. Focus on their core deliverables
2. Avoid co-employment and related issues
3. Allow experts manage areas that are not their core strength
4. Optimize their total people cost and many more.

Compensation & Benefits Design

(Optimize total cost of employment)

We help our clients optimize their total cost of employment. This we ensure helping them structure their payroll package to meet the needs of the clients as well as those of their employees. We provide a full range of consulting services necessary to help your organisation build fully integrated, effective and equitable compensation programs. While this does not necessarily indicate increased cost to employers, but creative measures that does not necessarily drive cost can be deployed to effectively motivate employees

This service ensures:

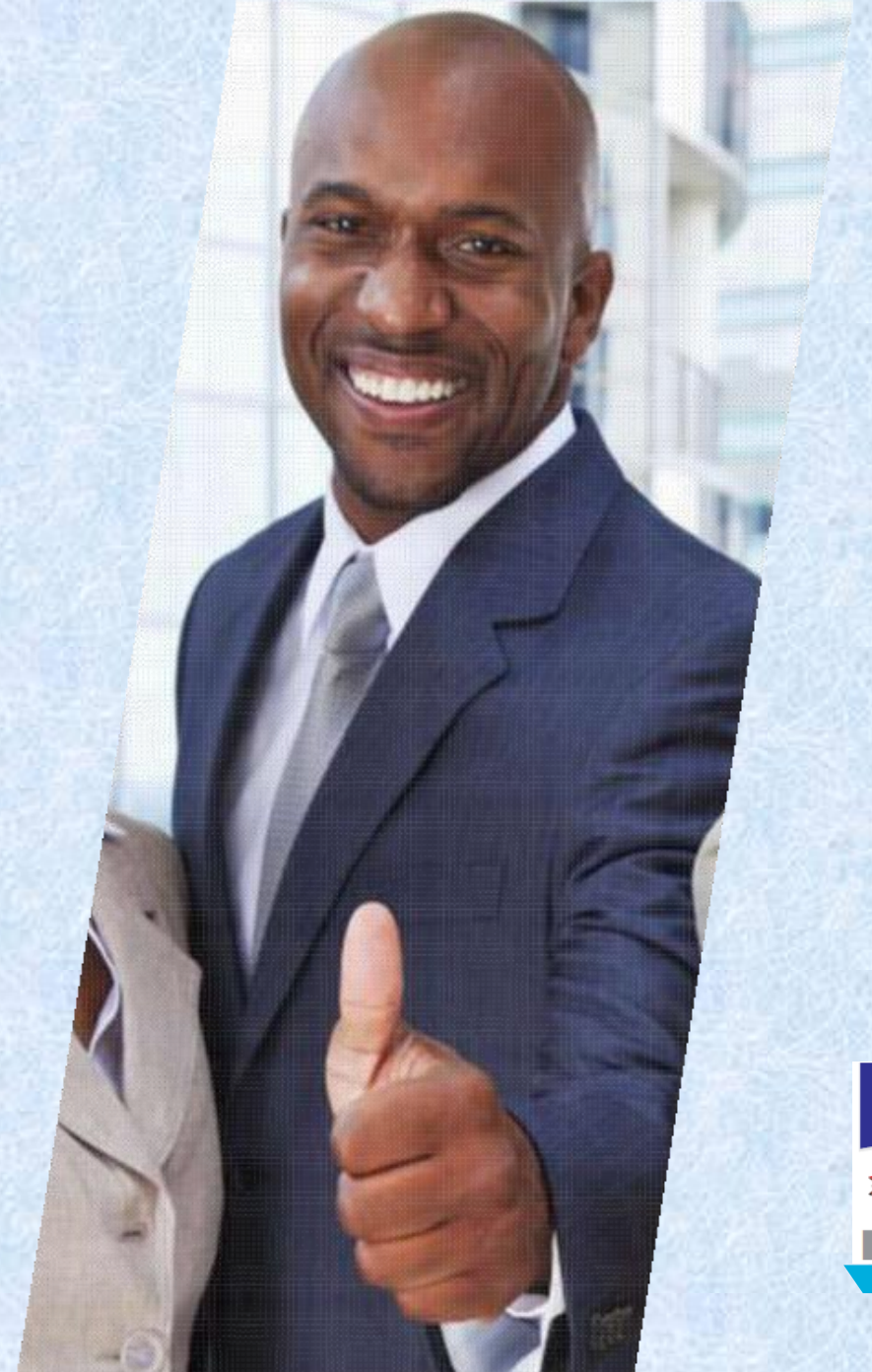
1. Tax optimization and management.
2. Statutory payments benefits
3. Optimizing total people cash outflow from the client
4. Executive benefits structure
5. Motivation benefits structure across board
6. Quasi-shares and employee share schemes
7. Industry benchmarking

General Organisation Design

We help companies structure for efficiency. All “fat” in their structure is removed and workflow processes reviewed from an efficiency and effectiveness point of view.

Organisation restructuring has come to be one of the ways companies respond to the uncertain dynamix that affect the world’s economy. At DTM Limited we help your organisation function like a small cell for prompt and quick decision making while you grow your business. Our experienced team will help you manage the challenges that come with growth and complexity of business structures.

Company level structure is also reviewed to provide motivation as well as ease of administration for the organisation.

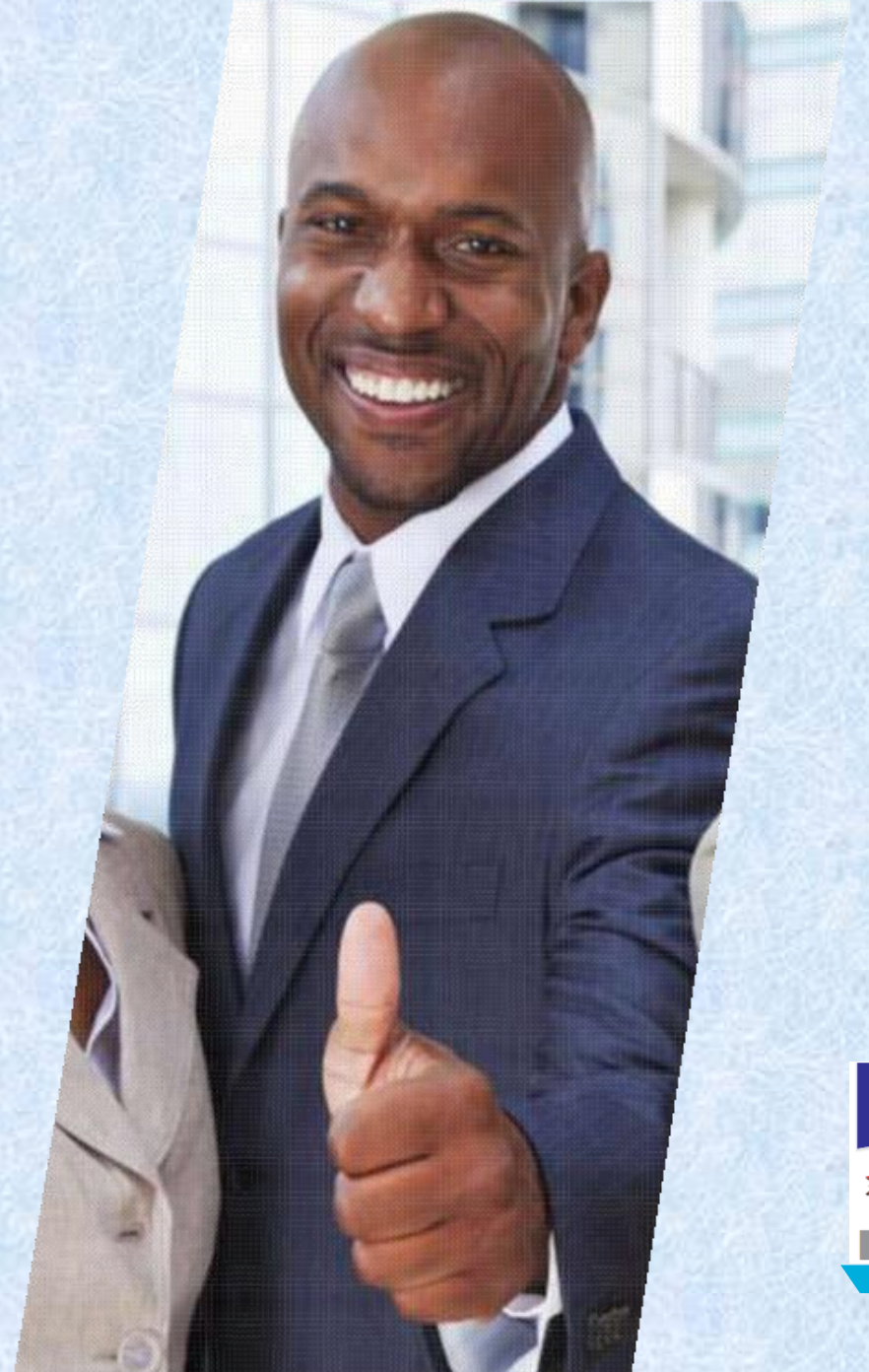


Background Check Services

Hiring the right person isn't all about skills and talents but also the character and attitude that make the candidate. No entrepreneur or intrapreneur would like to end up having a con artist or a person with attitude problems as his/her employee. We conduct background checks on candidates and provide consultancy services on how organisations can manage people in their systems. This way we ensure your organisation will have the right people with the right track record. We check up on the following;

- Academic and Professional Affiliation claims & records
- Guarantor and residential checks
- Previous employments checks

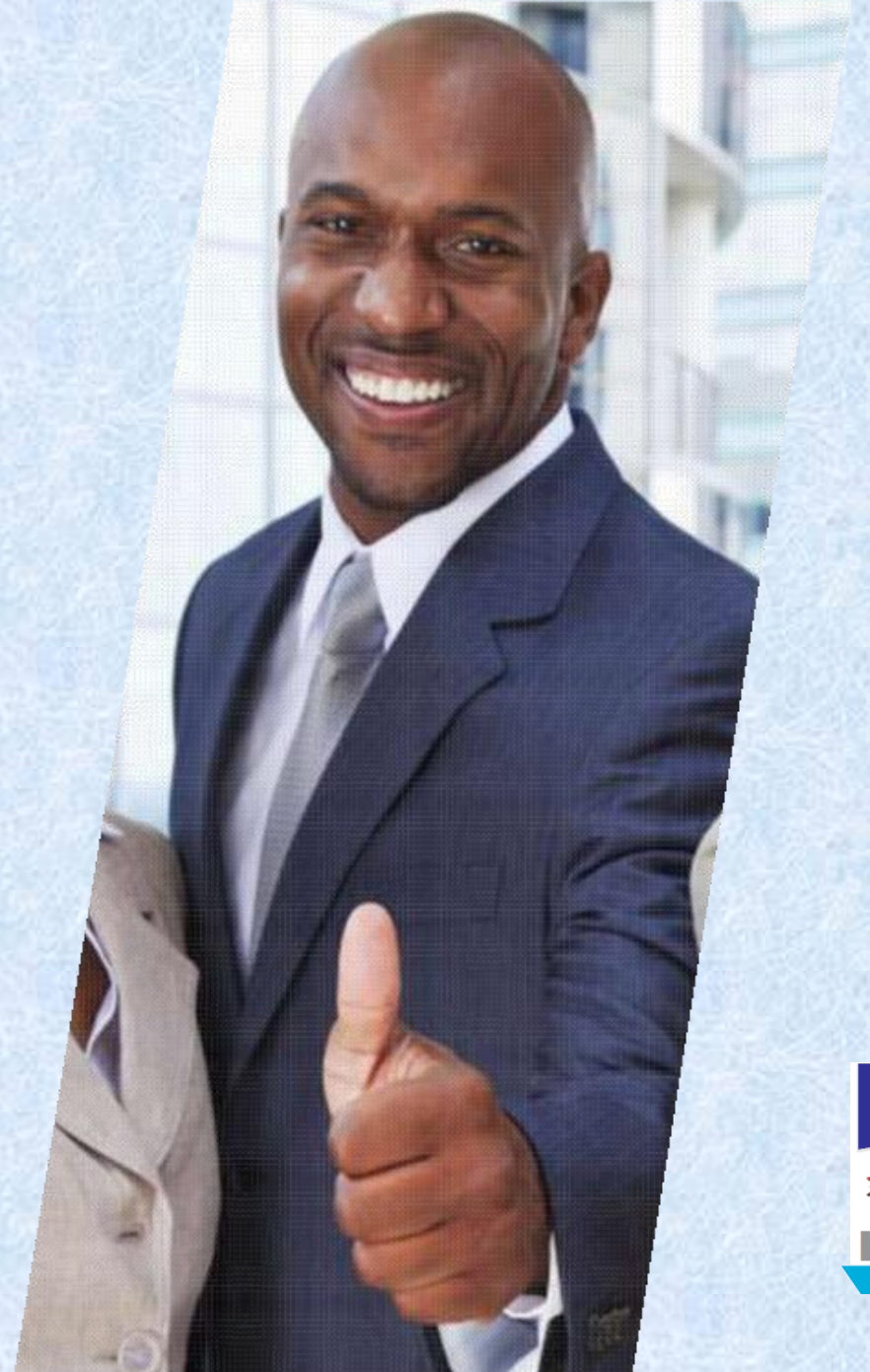
The list could be expanded to meet client's specific needs.



Career Counselling

The rate of change in our modern society today creates a big challenge to not only job seekers but also employed workers. We offer career counselling sessions by identifying the interests, talents and skills of the individual with their marketability in our environment to propose courses of actions. Some of our offering includes;

- ❑ Educating clients with up-to-date information on industries, professions and skills set.
- ❑ Courses and seminars on topics such as Market yourself which covers how to source for jobs, resume writing, cover letter writing and interviewing skills.
- ❑ Mentoring programs.
- ❑ Digital Disruption in our emerging future



Managing Consultant

Victor Adebayo was until recently the Group HR Director Summit Chanrai group Africa. A business conglomerate with interest in Supply chain and distribution logistics, FMCG and Food Manufacturing, Appliances assembly, distribution and importation.

Victor is called the “Business Catalyst” with experiences spanning Human Resources and Administration, Supply Chain, Sales and Business Development, Corporate Communication and Social Responsibility, Manufacturing and Distribution/Sales Operations.

He is an alumni of organisations such as FBN Quest Merchant Bank, General Electric Oil & Gas, Procter & Gamble, Zenith bank and DTL Systems and Education Consulting.



Victor Adebayo is a strategist, a passionate coach, a trainer, conference speaker and he consults for a wide range of companies across the private and public sector.

Mr. Adebayo is an alumnus of the Leadership and Negotiation program of Harvard Law School, Strategic Decision Making at the London School of Economics and Political Science where he finished with an A+ Distinction. He graduated with his Bachelors and MBA from Obafemi Awolowo University. He also holds two global HR practice certification. He is a Certified Management Consultant and a Fellow, Institute of Management Consultants.

Some of our clients



**Chanrai
Summit
Group**



**Nampak
Cartons**



**Books
Industries
Limited**



**Anchor
Telecoms**



**The
Infrastructure
Bank**



**SW Global
Limited**



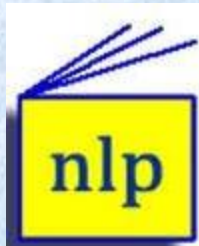
HCI HMO



Superbrandz



**Sterling Asset Management &
Trustee Limited**



**Nigerian Law
Publishing**



FBN Insurance



FrieslandCampina

FrieslandCampina WAMCO Nigeria PLC



DTML





Contact Us

We thank you immensely for the opportunity given us to submit this proposal and we look forward to receiving your favourable response, shortly.

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