

PT Mitra Bina Talenta

COMPANY PROFILE

Talenta

Our Company

Talenta, originally a division of PT Partnerindo Strategic, is a consulting firm established in June 2003, specializing in Human Capital areas. We provide integrated, comprehensive solutions and a single point contact for our clients' human capital needs.

Talenta integrated services will be relevant to all organizations that wish to focus on creating and optimizing organizational value through their people, regardless of the scale of their enterprises.

With our approach of helping clients align their investment in people (people strategies) with their business strategies, we can help our clients maximize human performance and improve bottom-line results.

Our Approach

Talenta takes the following approaches to ensure effective results:

- Identify and diagnose clients' real problems
- Conduct high quality analysis and conceptualization
- Provide integrated solutions:
 - > custom-built, fit to their current as well as future needs
 - > practical, implement-able

Our Values

Talenta focuses on achieving business outcomes for our clients' satisfaction through our right expertise, combined with practical experience and strong commitment. The values of our firm are fundamental to our continuing success and ability to provide outstanding service to our clients. Our practice is based on the following principles:

- Value to Clients
- Quality
- Highest professional competence

Our Company (cont'd)

Affiliate

Talenta entered into a strategic alliance with a Human Capitals software service provider whose product offerings complement those of Talenta. The benefit for clients has been the acquirement of comprehensive project management, and the convenience of choosing an integrated, customized solution at one stop that makes it possible to obtain the best offer at affordable rate.

The fact that we are a small firm could enable us to operate in financially efficient and effective manners. This makes our organization agile and flexible, with a pragmatic experience base focusing on clients' strategic needs and goals.



Our Services

Talenta provides Total Human Capital Solutions, from consulting, training, outsourcing, to Human Resources/Capital Information Systems. Our Services are interlinked and grouped into the following:

- Consulting Services
- Outsourcing Services
- Training and Development Services
- Human Capital Information Systems Provider

Consulting Services

Talenta offers consulting initiatives that enhance business operations effectiveness in the following major areas:

- **Organizational Development**

Talenta helps clients develop and implement sound business strategy incorporated in the performance management of organization and its human capital.

- > Human Capital Division Start-ups or review
- > Human Capital Management Audit
- > Human Organization structure, restructuring
- > Job design and functional analysis
- > Industrial/employee relations & termination management
- > Business Ethics/Code of Conducts

- **Total Employee Rewards Systems**

Talenta helps clients define, design, and deploy compensation and reward strategies that drive organizational success. We provide clients with a total compensation system that aligns employee motivation and productivity with defined roles and performance measures.

- > Job evaluation
- > Compensation and Benefit design, policies, and systems

Our Services (cont'd)

- **Talent Management**

Talenta helps clients increase people competencies and organizational performance through development of systems and tools in:

- > Recruitment, Selection, Placement
- > Performance appraisal and management
- > Career Development
- > Employee and Management Development (assessment and development planning)
- > Succession planning
- > Talent Retention

- **Human Capital Management Advisory Services**

Talenta provides updates and advises related to Human Capital strategies, programs, practices, and local regulations on regular basis.

- **Commitment and Performance Assessment**

Talenta helps clients define, measure and maximize employee commitment, the hallmark of a successful organization.

- > Employee Opinion Survey
- > Organizational Culture and Leadership Survey

Outsourcing Services

Talenta provides the knowledge and resources to expertly perform clients' human capital functions, allowing them to streamline their internal processes and concentrate on generating profit in their core business. Start-up or small organizations that do not have a full-time Human Capital person, or where the Human Capital staff may need technical support on compliance or other complex issues may take advantages from this service. We offer custom-built programs, fit to their organization's current and future needs.

Our Services (cont'd)

We focus our outsourcing services in three areas:

1. Employment Process Outsourcing (hiring services)

Talenta employment process outsourcing services help organizations free from the time- and cost-intensive administrative processes that any number of hiring scenarios demand. We assure that qualified candidates are identified, screened, and hired – on time and on budget.

2. Payroll & Benefit Administration Processing Services

Talenta provides outsourcing services in processing organization's payroll & benefit administration such as:

- > Payroll reports/Slips: Income and Deductions, Overtime/Shift, Loan
- > Income Tax Report
- > Medical Reimbursement Report
- > Employee Loans Report
- > Jamsostek (Social Security) report
- > Employee Salary Bank Transfers
- > Monthly Journal Entries

3. Human Resources/Capital Information Systems (HRIS) Implementation

Talenta provides outsourcing services to assist organization in implementing new/customized HRIS, to ensure smooth and timely installation.

Training and Development Services

Talenta focuses on the advancement of Human Capital to knowledge-driven, value-added and strategic component of organization development by facilitating continuous learning and skills upgrading to help individuals contribute meaningfully to their professions and organizations.

Our Services (cont'd)

Talenta offers the following training & development programs and services:

- **Professional Programs, specialized in Integrated Human Capital**
 - > The programs, comprising of Basic, Intermediate, and Advanced levels, are designed to accommodate participants with different educational backgrounds and career aspirations who wish to master or pursue their career in Human Capital areas. The programs provide fundamental Human Capital disciplines, with various modes of delivery.
- **In-House Training Programs**
 - > The programs are customized to suit organizations' specific training needs, and can be conducted at premises of clients' choice. The subjects could be any part of our Human Capital modules, or interpersonal and leadership skills.
- **Workshops, Briefing, Updates, Seminars**
 - > Talenta offers and organizes various events such as seminars, forums, dialogue sessions and workshops to enable Human Capital practitioners to exchange ideas and information, and keep abreast of current HC issues and government policies. Topics covered are current and relevant, generate in-depths and accurate observations, and provide practical skills and knowledge.

Talenta's trainers and facilitators have a strong background in industries and the professions, with excellent performance in subject delivery. Our team is supported by excellent successful business speakers for their specific expertise and management skills to combine academic vigor with hands-on business savvy.

Human Capital Information Systems Provider

Talenta, affiliated with a Human Capitals software service provider, offers Human Capital Information Systems as a management tool designed specifically to provide total solutions for People Management, and which is easily integrated to any other business applications. The key advantages of the system are as follows:

- > Provides high protection and security of the data.
- > Highly competitive price compared to the International ERP Products.
- > Quickly and easily modified to meet user requirements.

Our Services (cont'd)

- > Comprehensive, covering almost all of HR functions
- > Dynamic search system for quick and easy search of data
- > User-friendly maintenance.
- > Has an 'Alert System' for reminding users of important events/tasks needed further actions.
- > Easy to connect to other applications and hardware.
- > Multi user/multi platform with high performance.
- > Allows access authorization up to Employee Level (first level).
- > Provides facility for managers to access data of their subordinates.
- > Quick installation.

The functions covered by the system are as follows:

- **People Administration** - Provides very detailed information of each employee, e.g. personal info, family, job, education, awards, punishments, etc.
- **Payroll** - Processes the payroll based on applicable Indonesian Law, and produces comprehensive pay slip, and dynamic Income Tax calculation and report (SPT 21).
- **Leaves & Absences** - Tracks planned and unplanned Leave, and links to payroll.
- **Compensation & Benefits** - Provides analysis of salary increase, corresponded to many variables and allocated budget. Facilitates the medical and expense reimbursement for employees.
- **Training & Development** - Provides the ability to track all training records, and plan/requirement for development purposes.
- **Recruitment** - Allows applicants to apply through form-filling via web. Provides details of applicants, and provides capability to screen applicants met the set qualifications, and produce various reports using more than 20 combined criteria and letters (e.g., reject letter, offer letter, etc).
- **Performance Evaluation** - Provides the ability to develop employee's performance plan and track employee's performance and achievement.
- **Personal Self Service** - Provides the ability for employees to access and update own information

Our Team

Talenta has a broad consulting network, supported by highly qualified, competent, hands-on practitioners / professionals. Our consultants possess extensive knowledge and experience in a variety of fields and industries. We have an independent access to some consulting firms locally as well as abroad.

Our team honors commitment to enduring long-term relationships with our valuable clients. We consistently give our time, talents, and effort to all the works entrusted to us. Working with clients' leading teams, we provide the expertise, experience, and proven approaches to help the clients position their company for strategic success.

At present, our Human Capital Management Team consists of full-time and part-time Partners. All of them are seasoned practitioners, with more than 10 years of work experiences in human capital management. Whereas our HRIS team consists of more than 10 full-time partners and technical staff.

The key players in our organization:

Dora Sudarsono – graduated from California State University of Los Angeles, majoring in Mathematics – Computer Science in 1980. She started her career with IBM in Indonesia as a System Engineer, and moved up to various management positions, in Business Practices, External Relations & Communications, and Human Capital functions. After 10 years with IBM, she moved on and spent another 10 years of her career leading Human Capital Division in 3 European-based Banks, 2 years with an Automotive Company Astra Mobil Group, and 1 year leading the Human Capital Group Practice of Watson Wyatt Consulting Firm. She brings in a total of more than 20 years of practical knowledge and experiences in Information Technology, Human Capital Management in the capacity as professional, manager, leader, and consultant.

Ida Toha - graduated from California State University of Fresno, and holds a Master of Arts degree in Mass Communications. She started her career with IBM in Indonesia as Human Capital professional, and moved up to various management positions in market research, market management, finance, channel marketing, and emerging markets for IBM ASEAN/SA. She then moved on with her Human Capital career by leading the Human Capital Division in a telecommunication service provider SATELINDO, and information technology provider SAP. She has a total working experience of 20 years, mostly in Human Capital (HC) areas in both strategic and operational roles. Her accomplishment coverage includes organizational performance, leadership development, and talent management. She has breadth and depth of experience and knowledge – both as a consultant and direct management practitioner - in many industries, with various sizes, organization structures, and management styles and cultures. Her exposures in non-Human Capital areas have enriched her perspectives, and in-depth understanding of the business and its challenges.

Our Team (cont'd)

Noviana Budiyantri - graduated from Institute Pertanian Bogor majoring in Agro Industrial Technology, and received a Master of Science degree in Organizational and Industrial Psychology from University of Indonesia in 2003. She started her career with PT Astra International Tbk in Human Capital Division, mostly running and managing the Leadership Development Program in Astra Management Development Institute. After about 10 years, she then moved on to work in Mega Prima Consulting and Transforma Global Consulting.

She has a total working experience of about 15 years in Human Capital Development and Total Quality Management. She has participated in the full spectrum of Human Capital Development, organization and management strategies, planning processes, program development, and execution. She has experiences in designing Managerial and Leadership Development Program, in partnership with the Asian Institute Management – Philippine; designing HR Blueprint & Executive Assessment and also in designing Corporate University Blueprint. She has strong background in management development aspect and effectively established and developed functions, policies, procedures and programs in people development areas. She has taught and facilitated thousand hours of Leadership Development Program.

Our Addresses:

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