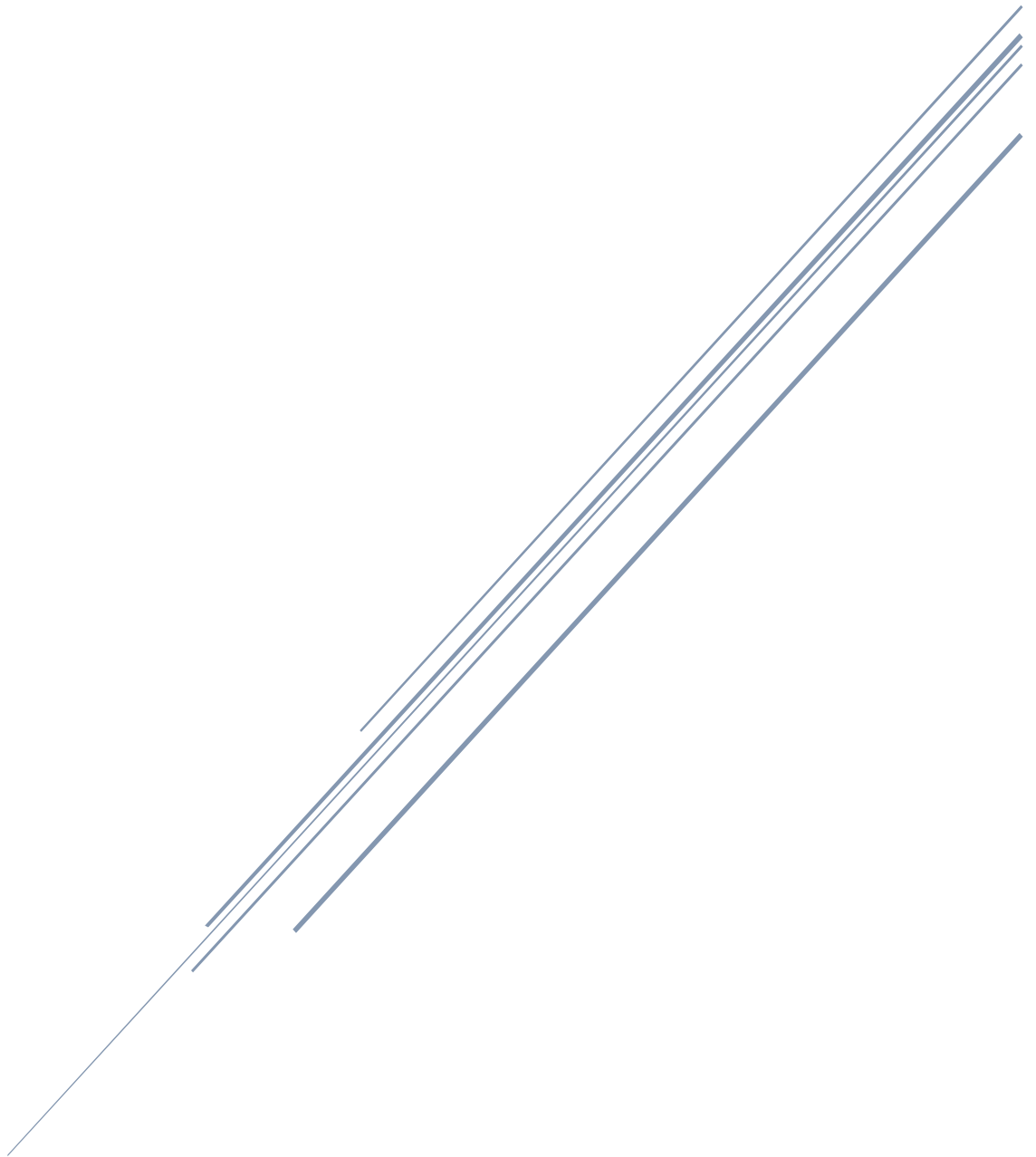


Execution Plan for Mobilizing Tijarat Rabeah Committees (Lajnats) for Local HR Problem Solving

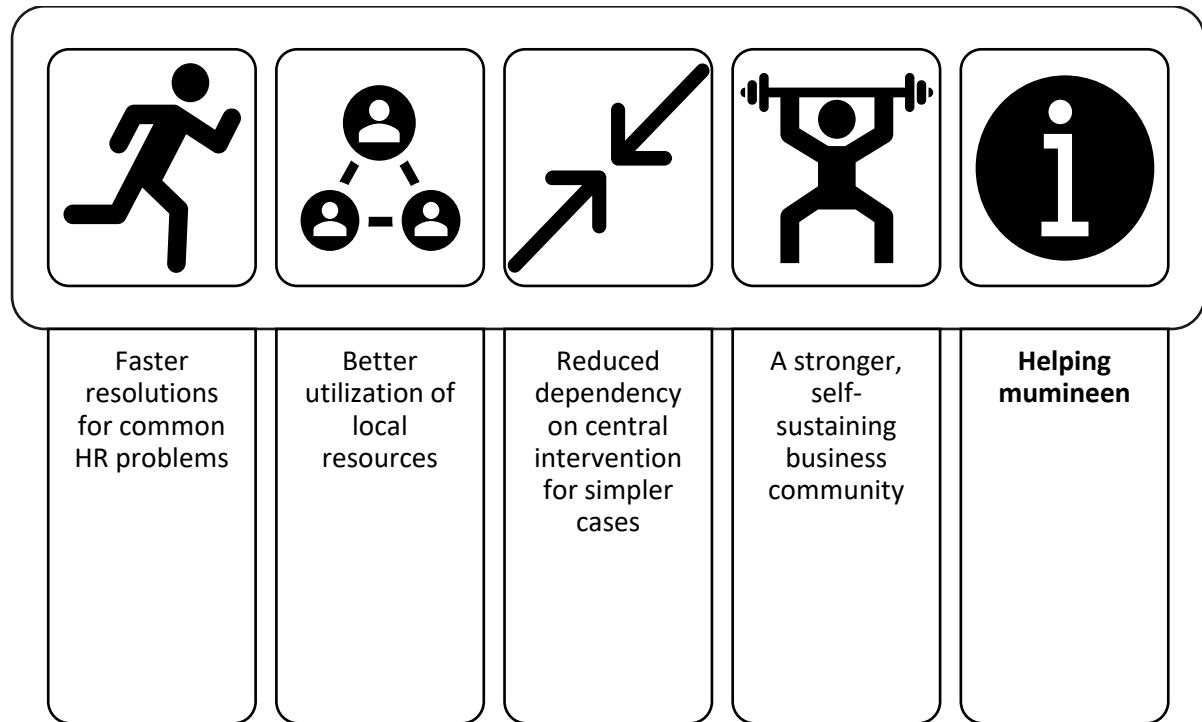


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Purpose & Ideology

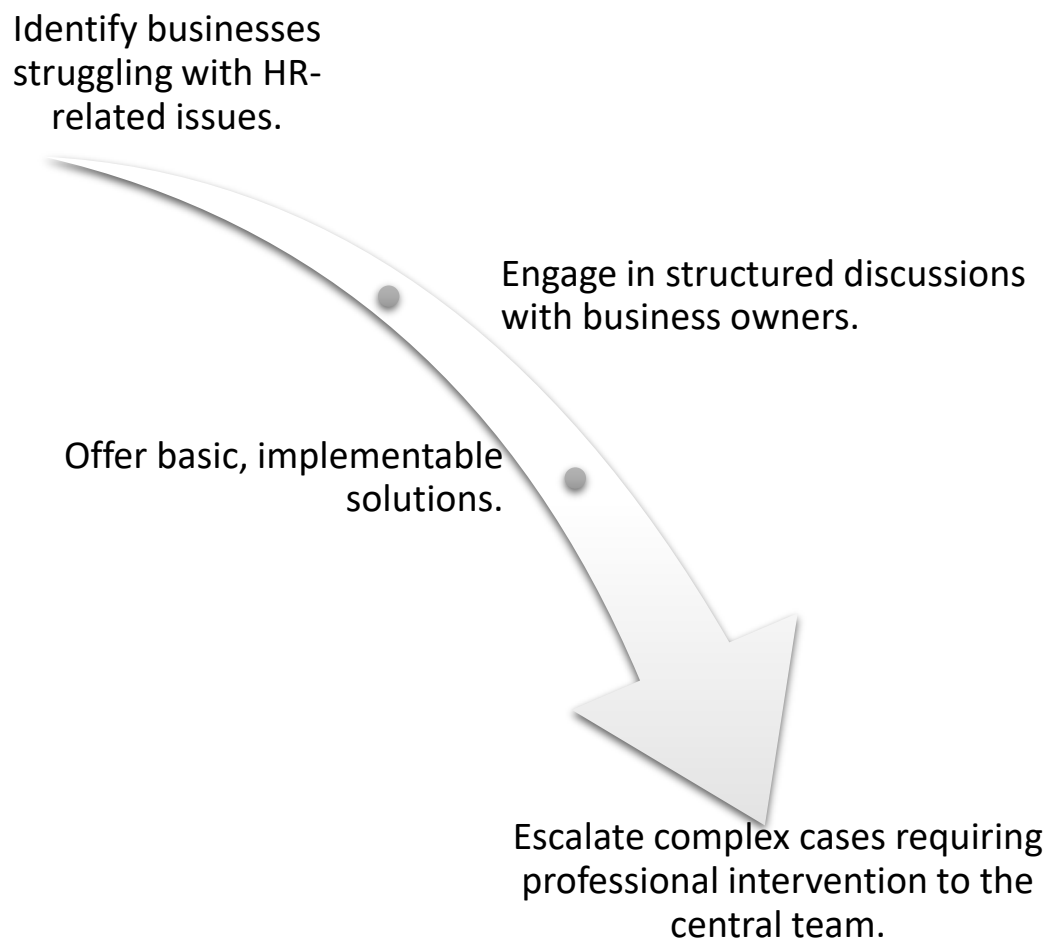
The goal of this initiative is to empower local committees to identify and resolve simple HR challenges faced by businesses within their regions while escalating complex cases to the DBohra HR Consultancy central team. By equipping them with the right tools and knowledge, businesses can receive immediate support for minor issues, leading to:



How This Helps Businesses Locally

- **Quick resolutions:** Simple HR challenges can be addressed immediately instead of waiting for central intervention.
- **Community-driven support:** Business owners will have a local support system to rely on for guidance.
- **Tailored solutions:** Local teams understand community dynamics and can provide culturally appropriate solutions.
- **Cost-effectiveness:** Some HR issues can be resolved without hiring external professionals.

Role of Tijarat Rabeah Committees



Guidelines for Identifying HR-Related Problems



Sample Questions to Ask Business Owners

Workforce Shortages

- Do you need part-time or full-time workers?
- What kind of skill set are you looking for?
- Have you tried looking for talent locally?
- Are there specific reasons why you're unable to find workers?

Intervention: If a business needs a local helper or a part-time accountant, the committee can print posters in the local language and post them at community centers. If specialized skills are required, escalate to the central team.

Employee Retention Issues

- What do you pay your employees compared to the market rate?
- Do you provide any additional benefits or incentives?
- How do you ensure a good work environment?
- Have employees given reasons for leaving?

Intervention: If salaries are too low or working conditions are poor, suggest improving pay structures, providing incentives, or addressing workplace concerns.

Hiring Difficulties

- Have you clearly defined the job role and responsibilities?
- Are you using effective hiring channels?
- What is your interview process like?

Intervention: If the hiring process is unclear or ineffective, guide them on writing better job descriptions and using local networks for hiring.

Operational Inefficiencies

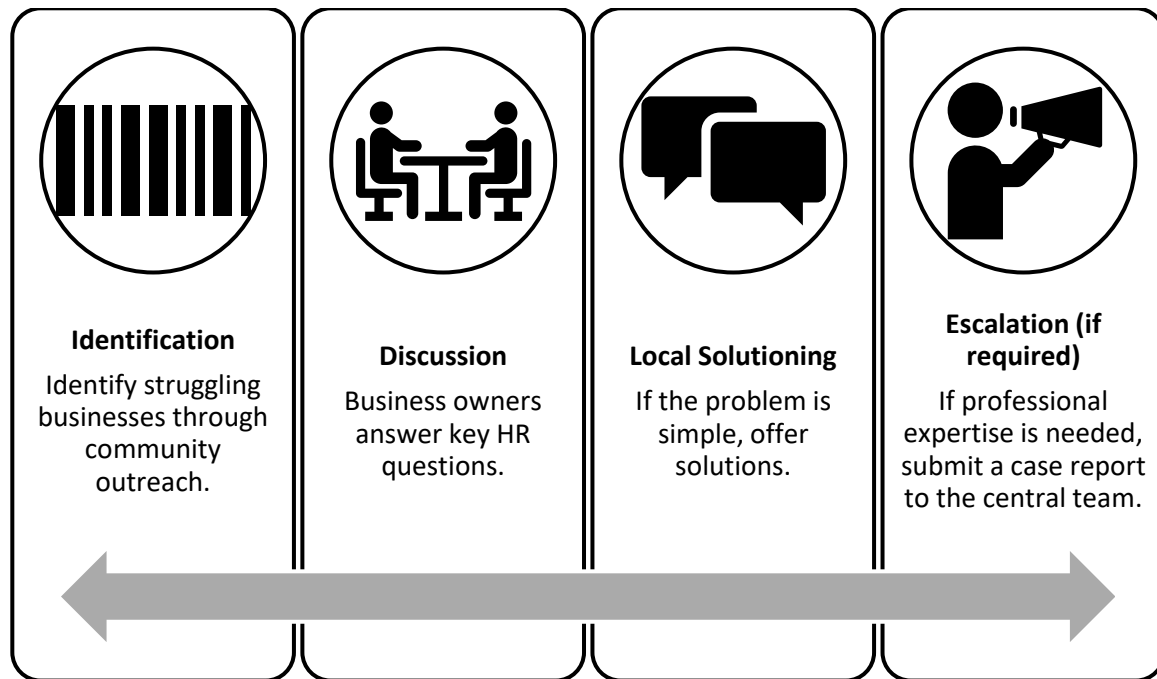
- Are responsibilities clearly assigned to each employee?
- Are employees trained for their roles?
- Do you feel that your team works efficiently?

Intervention: If there is no proper structure, suggest basic workflow improvements. If a full organizational restructuring is needed, escalate to the central team.

Guidelines for Cases to Be Managed Locally vs. Sent to the Central Team

Issue Type	Managed Locally	Escalated to Central
Need for local helpers or part-time staff	<input checked="" type="checkbox"/> Posters, community networks	✗
Employee retention (low pay, bad work environment)	<input checked="" type="checkbox"/> Suggest better practices	✗
Hiring issues (unclear job role, no process)	<input checked="" type="checkbox"/> Provide basic guidance	✗
Workplace conflicts (minor disputes)	<input checked="" type="checkbox"/> Mediation by committee	✗
Organizational structuring	✗	<input checked="" type="checkbox"/> Needs professional intervention
Compliance, legal HR policies	✗	<input checked="" type="checkbox"/> Needs expert consultation
Need specialized staff	✗	<input checked="" type="checkbox"/> Needs professional talent search consultation

Process Flow



Forms & Templates for Implementation

Business HR Issue Identification Form (To be filled by committee resources)

- Business Name:
- Owner Contact:
- Identified HR Issue:
- Suggested Local Solution (if any):
- Escalation Required? (Yes/No)

Central Team Escalation Form

- Business Name:
- Owner Details:
- Summary of Identified Problem:
- Actions Taken Locally:
- Reason for Escalation:
- Urgency Level:

Conclusion

By structuring HR interventions at the local level, Tijarat Rabeah Committees can provide immediate, effective solutions for businesses while ensuring complex issues are handled professionally by the central team.

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