



COMPANY PROFILE

Contact Information:

Extribyte (Pty) Ltd

999 Clifton Avenue

CENTURION 0157

Tel : 012 757 8787

Fax : 086 664 9310

e-mail: philip@extrabyte.co.za

www.extribyte.co.za

1. COMPANY BACKGROUND

We specialise in solving workplace and staff related challenges.

We advise on all HR and Labour practices, investigate irregularities and misconduct, and provide expert disciplinary hearing services, supported by training on workplace competencies and skills.

We work in all industries and sectors both public and private driven by our vision of being the leading provider of workplace solutions.

ExtriByte is a 50% Black Women Owned Entity and is BBBEE Level 4. The business was established by Philip Wilson and Solly Mokoong in 2005 under the name ITO Focus, which was changed and re-registered to ExtriByte (Pty) Ltd in 2009.

Since 2005 we have assisted and served a long list of clients to enhance their businesses and workplace practices.

Our Consultants and Facilitators are well qualified and experienced to provide a professional service, and to meet and exceed the expectations of our clients.

1.1 Our Vision

To be the leading provider of people solutions in workplaces.

1.2 Our Mission

Nurturing excellence in workplaces through:

- Conducting workplace and forensic investigations relating to any irregularities or alleged misconduct
- Conducting Internal Disciplinary Hearings
- Providing HR/LR solutions through professional Consulting services and advice
- Facilitating Learning and Development to build strong and sustainable organisations

1.3 Business Principles

- **Responsiveness** to your unique business environment and needs
- **Openness** about our abilities, and our opinion about your business/people and processes
- **Excellence** in working with your people and processes
- **Integrity** in everything we do

1.4 BEE Status

ExtriByte (Pty) Ltd is **50%** Black-owned and managed, and it has been rated a **Level 4** Contributor.

1.5 Accreditation

ExtriByte is a registered and **Accredited** Training Provider with the **PSETA**, Accreditation number P21/0711/GP411.

2. Services

ExtriByte renders the following services:

Workplace and Forensic Investigations

- Forensic Investigations
- Misconduct/Workplace Irregularity Investigations
- Grievance Investigations
- Fraud and Corruption Investigations

Hearings

- Representing the Employer in Disciplinary Hearings
- Chairing Disciplinary Hearings
- Dealing with Disciplinary Appeals

Human Resources and Labour Relations Consulting :

- HR/LR Compliance Audits
- Employment Contracts
- Policy Development
- Employment Equity Plans
- Process and Procedure Development and Implementation
- Job Profiling
- Transformation and Change Management Process Facilitation
- Advise on HR and LR practices and Procedures

Training and Development :

We offer a wide variety of training interventions, including Internships and Graduate Development Programmes:

Management and Supervisory

- HR for non-HR Managers/Line Managers : 3 Days
- Strategic Planning : 2 Days **(Accredited)**
- Problem Solving : 2 Days **(Accredited)**
- Business Writing Skills : 4 Days **(Accredited)**
- Motivate and Build a Team 2 Days**(Accredited)**
- Professional Presentation Skills : 2 Days
- Conducting Effective Meetings : 2 Days **(Accredited)**
- Finance for Non-Financial Managers : 2 days
- Managing Change : 3 days **(Accredited)**
- Diversity Management : 3 days **(Accredited)**
- Managing Individual and Team Performance : 3 days **(Accredited)**
- Supervise a Work Unit : 3 days**(Accredited)**
- Customer Service and Improvement : 2 days **(Accredited)**
- Decision Making : 2 days **(Accredited)**
- Introduction to Leadership : 2 days **(Accredited)**

Practical Employee Relations

- Employee Relations Principles : 2 Days
- Employee Relations Management : 5 Days
- Chairing and Presenting Disciplinary Cases **(Accredited)** : 4 Days
- Preparing Witnesses and Leading Evidence : 2 Days
- Investigating misconduct : 1 Day
- Handling Disciplinary Appeals : 2 Days
- Handling Grievances : 1 Day
- Workplace Negotiations and Collective Bargaining : 2 Days
- Incapacity Management : 2 Days
- Managing Day to Day Discipline : 1 Day
- Presenting cases at Conciliation and Arbitration : 2 Days
- Dealing with Condonation and Rescission Applications : 1 Day

Project Management

- Fundamentals of Project Management : 3 Days **(Accredited)**
- Advanced Project Management : 3 Days **(Accredited)**
- PMP Preparation : 5 days

Personal Advancement

- Interpersonal Relations and Communication : 2 Days
- Emotional Intelligence : 2 Days **(Accredited)**
- Personal Financial Risks and Challenges : 1 Day
- Stress Management : 1 Day
- Self Management : 2 days
- Business Negotiation Skills : 2 days
- Sales Training Workshop : 2 days
- Manage Conflict in the Workplace : 2 days **(Accredited)**

Practical HR Training

- Integrated Approach to Strategic HRM : 2 Days
- Visionary thinking and HR Strategy Building : 2 Days
- Attracting and Employing Quality People : 2 Days
- People Development in the SA context : 2 Days
- Managing Individual and Organisational Dynamics : 2 Days
- Employment Equity and Skills Development : 2 Days
- Managing Absenteeism : 1 Day
- Performance Management: **(Accredited)** 3 Days
- Effective Selection and Interviewing Skills : 2 Days
- Coaching and Mentoring 2 Days

Computer Training (All Accredited)

- Ms Word Basic : 2 days **(Accredited)**
- Ms Word Intermediate : 1 day **(Accredited)**
- Ms Excel Basic : 2 days **(Accredited)**
- Ms Excel Intermediate : 1 day **(Accredited)**
- Ms Project ; 3 days **(Accredited)**
- Ms Power Point : 2 days **(Accredited)**
- Ms Access : 2 days **(Accredited)**

Clients

We serve clients in both the private and the public sector. Clients that we have served since 2005 include:

- Sasria
- Definitive Conferencing
- Alpha Conference Centre
- PSETA
- Eskom
- Department of Home Affairs
- Department of Labour
- Unemployment Insurance Fund
- Department of Human Settlements
- Department of Higher Education & Training
- South African Bank Note Company
- Onderstepoort Biological Products
- Council for Medical Schemes
- Nissan SA
- Mitek SA
- Phar-Olam International
- Spectramed
- SA Reds
- Badger Industrial Services
- Quintiles
- Aveng
- Sun International
- Skynet
- Sandown Motors Group
- Trans Africa Capital
- James Gilbert

3. CAPACITY AND EXPERTISE

We have a team seven well qualified and experienced Consultants and Facilitators in the field of HR, LR and Training and Development, INCLUDING Forensic Investigations. They all have in excess of 15 years experience in workplaces in all sectors.

Contact us for more information:

info@extrabyte.co.za

012 757 8787/082 800 8249

Or visit our website : www.extrabyte.co.za