

## **ABOUT US**

Talent & Jobs Co. Ltd, is the most accomplished Recruitment and Training company and has been instrumental in shaping the recruitment and training industries in Myanmar. We are trusted by our clients for providing exceptional hiring and career development opportunities. We have successfully placed, trained and empowered professionals positioning Talent & Jobs the premier driving force for success and career growth.

#### **OUR VISION**

Our focus is on sharpening and grooming local talent with managerial, communicative and analytical skill set, thus making them a confident self, with a clear vision of tasks assigned.

#### **OUR MISSION**

Talent & Jobs Co. Ltd., is focused to develop professional talents in Myanmar and help them shape their career for an ever evolving and a dynamic economy. Our expert assistance extend towards Companies, Banks, Hotels, Hospitals & other institutions in the form of efficient staffing.

# **OUR SERVICES INCLUDE:**

- Recruitment & Executive Search
- Corporate Training Programs
- Professional Development Courses
- E-Learning

Career Guidance

- Seminars and workshops
- HR Advisory Solutions



CORPORATE TRAINING



PROFESSIONAL TRAINING







SEMINARS & WORK-SHOPS

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## **CORPORATE TRAINING**

#### Welcome to the Talent & Jobs Corporate Training portal.

Explore our world-class training courses and international certifications, led by our instrumental team of thought leaders and professional trainers. Here you will be able to learn about exciting new services and resources the Myanmar most trusted and successful Training Institute is now offering corporations such as yours.

#### WHY IS CORPORATE TRAINING IMPORTANT FOR YOU?

According to the Association for Talent Development, companies that offer comprehensive training programs have 218% higher income per employee than companies without formalized training. Moreover, these companies also enjoy a 24% higher profit margin than those who spend less on training.

Supporting your employees by continuing to invest in their professional development, even when there are economic downturns, is a smart decision. Investing in employees through training and skill development programs demonstrates a company's commitment in creating a productive business culture. This builds employee loyalty, increases employee motivation, which results in better customer satisfaction and leads to increased profitability.

Companies that have adopted a futuristic vision are committed to make training a key part of their organizational culture. Continuous investment in the professional development of your employees translates into:

- More stable workforce and employee job satisfaction
- High motivation and morale among employees
- Increased employee productivity and performance
- Promotes internal employee advancement
- Increased efficiencies in processes and adherence to quality standards
- Well-trained employees help companies achieve long-term profitability
- Greater capacity to adopt new technologies and methods
- Increased innovation in strategies and products
- Enhanced brand reputation and company profile





#### **PROFESSIONAL TRAINING**

Welcome to the Talent & Jobs Global Professional Development Training Solutions.

Discover continuous learning and development courses for career progression. In today's competitive world, dynamic and versatile individuals are preferred. With job competition increasing, there is no shortage of talented individuals possessing high academic results and who are willing to work hard to achieve their goals. You cannot succeed by talent and hard work alone, employers are demanding strong personalities.

A great personality boosts confidence. If you are confident and demonstrate your command of the situation then it becomes easier for you to deliver your best performance.

Hard Skills	Soft Skills
To be good at hard skills usually takes gravitas or IQ.	To be good at soft skills usually takes Emotional Intelligence or EQ.
Hard skills are skills where the rules stay the same regardless of the company, circumstance or people whom you work with.	Soft Skills are skills where the rules change depending on the company culture and people you work with.
Hard skills can be learned in school or from books. There are designated levels of competencies as to how to excel in each hard skill.	Most soft skills are not well taught in schools and have to be learned on the job by trial and error. Unless you apply the tips you learn and are adaptable, there are no easy step-by-step guide books to follow to master a soft skill.
Examples	Examples
✓ Computer Technology	✓ Strong Work Ethic
✓ Data Analysis	✓ Positive Attitude
✓ Certification and Licenses	✓ Good Communication Skills
<ul> <li>Project Management</li> </ul>	<ul> <li>Time Management Abilities</li> </ul>
✓ Designing	<ul> <li>Problem-Solving Skills</li> </ul>
✓ Web Development	<ul> <li>Acting as a Team Player</li> </ul>
✓ Marketing Skills	✓ Self-Confidence
✓ Network Structure	<ul> <li>Ability to Accept and Learn From Criticism</li> </ul>
✓ System Administration	✓ Interpersonal Skills
<ul> <li>Coding &amp; Programming Abilities</li> </ul>	<ul> <li>Cross-Cultural Awareness</li> </ul>
✓ Typing Speed	✓ Leadership Skills
✓ Machine Operation etc.	<ul> <li>Employee Motivation Skills etc.</li> </ul>



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#### Welcome to the "Talent & Job "Recruitment & Executive Solutions.

Experience exceptional hiring through our tailored solutions for the organization's recruitment needs across all job levels.

Our multicultural, dedicated team of exceptionally talented recruitment consultants are standing by for you, with a passion to help and the ability to deliver fast, reliable and effective results.

# The major reasons you should consider using arecruitment company are cost, expertise and quality of candidates

In terms of cost, the recruitment process will involve, advertising, background screening, candidate assessment, selection and offer negotiation, which are not always reflected in a cost per hire calculation. By using a dedicated recruiter you will benefit from having a source of expertise that may not be available within your organization while reducing cost and allowing you to focus on your core business.

#### **Our Process**

Talent & Jobs has consistently invested in both our processes and our people. Our high profile in the media attracts the best talent response while our people are given the tools and training to identify and assess that talent. We place great emphasis on long term relationships with our client base which results in us being able to identify the best and most appropriate talent to fulfill their needs.



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TALENT & JOBS CO. LTD. "AMBITIONS REALIZED"

# **At Your Service**

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