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Dear colleagues,

It is pleasure for us to present you our company and its business activities, as well as to welcome each one of you as our client or partner.

We established this company in order to support professionally & competently your activities in **building the perfect organization and management culture based on the “best practice” and modern business principles.**

OUR PRINCIPLES



1. Focus on results
2. Focus on the client
3. Leadership
4. Systematic approach
5. Process management
6. Management based on facts
7. Continuous learning, innovations and improvements
8. Building and developing mutually successful partnerships

OUR TEAM



Depending on client's needs and requirements CLEVMAN forms teams of experts with various experience and competence in the relevant areas. CLEVMAN works in close cooperation and partnership with **VAGEVIT (representative of Deutsche Bahn AG Training, Learning & Consulting)** and **The Center for Entrepreneurship and Executive Development (CEED)**. The company is a member and partner in the trainings of the **Bulgarian Human Resource Management and Development Association**, the official consultant of the **Bulgarian Franchise Association**, and is approved as **NATO** supplier (NCAGE CODE 009CU) in the area of Human resources and management.

CLIENTS FOR CLEVMAN



- „During our work with the consultants from CLEVMAN we encountered their high professionalism and proper behavior as well as their support in solving various cases and problems in the managerial context.” – Eng. K. Hristov, Director ARGOSTYLE.
- „CLEVMAN demonstrates exceptionally efficient work which involved: team work, proper and professional behavior, very well organized and extremely useful competency based training, written reports with results from the conducted observations and coaching, strict observance of the schedules and deadlines.” – Evgeniy Gradinar, Deputy Executive Director „Human resources” OVERGAS INC. Jsc.
- „We highly appreciate the work of the consultants at CLEVMAN and we recommend them as competent and reliable professionals, who approach the undertaken engagements with responsibility and accuracy.” – Zlatislava Medarova,

Director „Human resources and administration” GERMANOS TELECOM BULGARIA.

- „The management of „LUKOIL NEFTOCHIM BOURGAS” Jsc. expresses its satisfaction by the joint work with CLEVMAN on building up Assessment and Development Centre. With its inherent correctness and loyalty CLEVMAN carries out the undertaken contractual obligations with quality, competency and on time.” – Radostina Novacheva, Director „Human resources” „LUKOIL NEFTOCHIM BOURGAS” Jsc.

OUR SERVICES

Consulting Center, in which we offer:



1. Development and implementation of HR systems

- 1.1. Personnel recruitment and selection
- 1.2. Induction of newly appointed and reappointed employees
- 1.3. Career development
- 1.4. Employee performance assessment and management
- 1.5. Payment system
- 1.6. Training systems
 - 1.6.1. Knowledge management system
 - 1.6.2. Mentorship system
 - 1.6.3. Training needs analysis system
 - 1.6.4. Coaching
 - 1.6.5. E-learning solutions

2. Developing “Staff manual”

3. Analyses

- 3.1. Relationships within the organization (culture, conflicts, professional legal relationships)
- 3.2. Job satisfaction
- 3.3. Motivation
- 3.4. Team performance
- 3.5. Training needs
- 3.6. Personnel competence

4. Introduction of flexible work practices (work from home)

5. Designing of job descriptions according to “National jobs classification”

6. Complete audit of systems and documents in the area of Human resource management and development, General management, etc.

7. Organizational development

1. Business processes audit
2. Existing business processes analysis
3. Optimizing business processes
4. Re-engineering and restructuring
5. Designing organizational structures
6. Functional descriptions of structural units

8. Development of strategies, programmes and policies for

- Staff retention
- Work with people “45+” and “55+ old”
- Attracting young talents
- Establishing the company as the best employer
- Equal opportunities
- Offices without stress
- Others, at your request

9. Project management

1. Developing operational manuals for “Project management”
2. Working on tasks within existing projects
3. Project management outsourcing

10. Outsourcing the complete Human resource management and development activity

11. Other consultations

- Supply management
- Systems development - ISO 18001, ISO 14001, ISO 9001:2000, HACCP (ISO 26001)
- At Your specific request

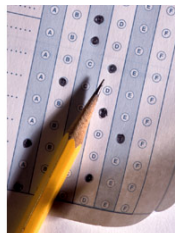
Flexible Learning Center, in which we offer:



- **Coaching** – individual trainings for top executives
- Organizational **learning and knowledge** analysis
- Analysis of **training and development** activities
- Employee performance analysis and determining **the difference between available and desirable competencies**
- **Training needs** analysis and trainings development
- **Audit** of existing training and development systems
- Build up and maintain organizational strategies in the area of **E-learning**
- Development of **scenarios** for business games, role play games, etc.
- Developing and shooting training films
- Build up knowledge management and development **systems**
- NAPET License № 200712440 as Professional Training Centre for conducting and certifying professional training with acquiring professional qualification degree

You can find more information about the professions and specialties in our trainings catalogue or at www.clevman.com

Assessment Center & Development Center, where we:



- Recruit and **select new members** for your team (*we represent and defend only your interests, we do not require money from the applicants*)
- **Assess** people's **potential** – candidates and members of your team
- Perform assessments and prepare **plans for staff development**
- Investigate employees' **motivation and needs**
- Assess **job satisfaction**

OUR CLIENTS



Address Group, Akta Medika, Account Service, Argostyle, Germanos Telecom Bulgaria, Forton, Elana, Nivel, LUKOIL Neftochim Bourgas, Schneider Electric Bulgaria, A.I. Computers, Leader Team, Overgas, AVA, Alu-plast, Stroyconsult, ICN, Fair Play International, IMI INTERNATIONAL, „Geotechmin” Ltd., Saint Goban Weber Bulgaria, „Selma IV” Ltd., Unitrade International, Ognyanovo-K and others.

To be helpful,
Todor Mindilikov
Executive director