

Discover HR

Activities | Achievements | Experience
Q3 | July - September, 2022

MOMENTUM

Q3 Highlights

Unit Feature

Royal Soap & Detergent
Industries Limited

GDP Feature

Ayubu Ahmad

Employee Engagement

MeTL Super League

Special Feature

Maintaining Momentum at the Workplace

**BIMA
BURE**



**MATENGENEZO
POPOTE ULIPO**



**ZAWADI
BURE**

**MWAMVULI
BURE**

BOXER
MADE STRONGER TO LAST LONGER

mo
ASSURANCE
Mo Coverage, More Peace

Vigezo na masharti kuzingatiwa



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Sasa tunatoa **bima** ya kulinda **wasambazaji** na **washirika wetu** dhidi ya **majanga ya moto na wizi**. Tunawajali washirika wetu wa biashara.



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Vigezo na masharti kuzingatiwa.



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Letter From The Editor

Welcome to the third issue of Discover HR in 2022, titled “Momentum”. MeTL’s HR began 2022 with a strong force, intending to set the motion for the rest of the year.

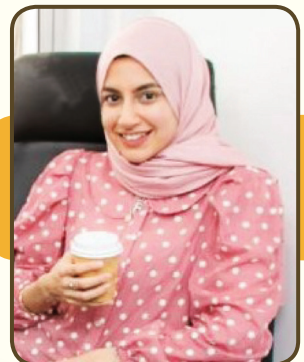
From a vigorous agenda of learning initiatives and workshops, to engaging our employees in meaningful community outreach activities, to continuing the tradition of recognizing, appreciating and rewarding outstanding members of our team, and much more we have made sure to keep the momentum going.

This year, as a team, we have endeavored to upscale all of our HR activities, working hard toward establishing a new and improved dynamic company-wide. We not only intend to illuminate our brand name, but also uplift each and every employee as they watch and experience the initiatives unfold, as well as put forth the effort to make them happen.

It can be said with pride, that so far, an evolution has taken place on a grand, organizational scale, within each department, as well as in every member of the team. It is one thing to pledge to work towards advancement, but it is another to follow through.

As a team, we have maintained the momentum that we began the year with, and it is no doubt that we will end the year with a grand finish.

Warmly,





Royal Soap & Detergent

Industries Limited

Overview

Royal Soap & Detergents Industries Limited (RSDIL) started its commercial production in January 2013. The Plant manufactures synthetic detergent powder detergent paste, and liquid detergent using fully automated modern technology. The Product range includes:

Synthetic detergent Powders

Sulphonic Acid 96% (LABSA)

Sodium Silicate Liquid

Sulphuric Acid 98%



Technology We Use

Royal Soap uses the most modern Machinery and Technology, and has reliable sources of raw materials in order to achieve its stated objective of unfailing customer satisfaction. RSDIL has an installed capacity of 10 metric tons per hour (TPH) and is one of the largest detergent plant in East Africa. It uses fully-automated spray-dry detergent powder process. It produces high, medium and low-density synthetic detergent. It has a fully automated, two – TPH sulfonation plant, and 100-metric ton per day (TPD) liquid sodium silicate plant. RSDIL also has a fully-automated sulfuric acid plant that produces 98 % concentrated acid.



The factory has a liquid chemical storage capacity of more than three million litres. It also has 7,000 square meters of warehouse space for storage of raw material, packing material, and finished goods.

HR Educate

Women in Leadership Workshop



The HR department is proud to introduce our 1-year Women in Leadership program which will take place every quarter to boost Women's leadership potential in the workplace.

We believe that women in our workplace are one of our greatest assets, and at MeTL group, we continue to see our female employees shine in their talents, hard work and resilience, and we

wish to empower them further so that they can continue to thrive.

In our first session, our HR female employees across various units came together to discuss how emotional intelligence contributes to developing effective corporate strategy and innovation.

Here is a glimpse into the first session of the workshop

Staff Training Sessions

The Learning & Development department at MeTL endeavors to upskill the competencies of our workforce through engaging, practical and applicable training interventions. These programs spread across all units that make up MeTL group, from administering training needs analyses, which reveal unique departmental needs, to designing and delivering customized trainings, to regularly monitoring improvements in behavior and performance.

2022 marks the year's three of Soft Skills training across MeTL group, and this quarter, the L&D team conducted multiple training programs, upskilling staff across multiple departments. Trainings were held internally, as well as externally with ATE led program sessions.

Take a peek into some moments from the training sessions of this quarter below.



Bajaj Technical Training

This training aimed to help technicians and plant mechanics understand the skills essential for disassembly of a 3-wheeler Bajaj and Two-Wheeler engine motorcycles.



HR Analytics Training

This program explored how best HR Measurements can transform HR departments into strategic partners for performance improvement and efficiency maximization. The training was conducted by ATE Tanzania in Tanga.



Service Excellence Basics for the Insurance Industry – Mo Assurance

This was a training to build on Customer Service and the Customer Experience which are becoming an important competitive differentiator in the Insurance Industry.



Understanding of Handling Disciplinary Procedures

This programme aimed at enabling the organization with practical experience and skills on the steps of handling disciplinary matters at the workplace and chairing meetings (disciplinary, performance & ill health) successfully and efficiently.



Critical Thinking Training

MeTL Conducted a session on Critical Thinking enhancing language and presentation skills. Thinking clearly and systematically can improve the way we express our ideas.



Delegation Management Training

This training session was attended by Customer Care, Sales and other supervisors from various units.



Rewards & Recognition Ceremonies

MeTL group takes pride in recognizing the efforts of the top-performers in each unit, and shows appreciation by rewarding them through certificates, as well as gifting them a variety of on-brand merchandise, such as household goods, appliances and electronics.

Here are some moments from our Rewards & Recognition ceremonies of this quarter.



MeTL Bajaj



MO Assurance Company Limited

Long Service Awards

MeTL's appreciation for our Long Serving Employees is monumental. Below are moments captured from the LSA ceremony at our unit at A One, where we celebrated employees' dedication as we look back at their contributions with admiration, and look forward to their future achievements with anticipation.



Royal Soap & Detergent Industries Limited

HR Active MeTL Group Super League

The semi-finals took place this quarter, Head Office VS. NMC and Royal Soap VS. A One, where Head Office and A One were the winning teams, making it to the finals.

Stay tuned to the next issue of DISCOVER HR for the final results.



A-One Products and Bottlers Limited



Head Office



21st Century Food & Packaging Limited



Royal Soap & Detergents Industries Limited

HR Wellness

Vaccination Drive

At MeTL, not only do we encourage our employees to contribute to the health and wellbeing of society at large, but we also support them to remain healthy and safe on the job, as well as in their personal lives. This quarter, MeTL group provided this opportunity through facilitating Covid-19 vaccine shots for employees across various units.

Each vaccination drive began with an information session, where employees had the opportunity to raise any queries or concerns towards medical professionals, before opting to take the vaccine. The entire process took place in safe conditions, and involved minimum waiting times.

We wish to continue providing this opportunity for all employees across MeTL group.



MO



HIV Training



MO Assurance Company Limited



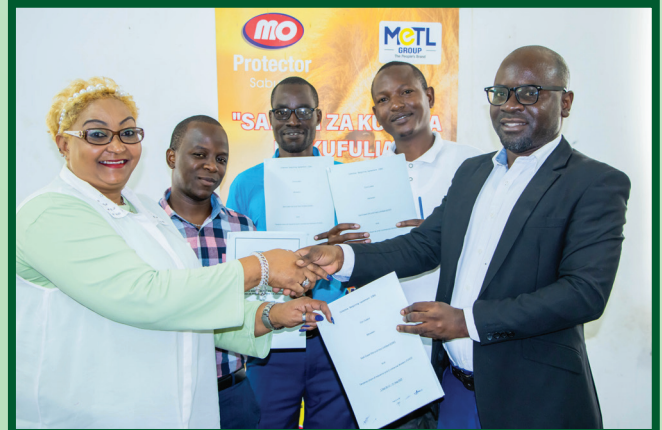
21st Century Food & Packaging Limited



Star Oil Tanzania Limited



Collective Bargaining Agreement



East Coast Oils and Fats Limited

Trade Union



MeTL Bajaj

Education

School Visits

This quarter, MeTL group inspired the future of our economy by welcoming students to the Royal Soaps and Detergents Unit, where they were led through a guided tour to gain an insight into the inner workings of the industrial world.



Royal Soap & Detergent Industries Limited



A-One Products and Bottlers Limited

Hospital Visits



Railway Corporation Hospital



This quarter, our staff at MeTL Agro visited Railway Corporation Hospital, and our staff at MO Assurance visited Mnazi Moja hospital, donating bedsheets and water dispensers.



Mnazi Moja Hospital





Ayubu Ahmad

My name is Ayubu Ahmad, I graduated with Bsc. Irrigation and water resources engineering at Sokoine University of Agriculture in 2019. I joined MeTL GDP in 2021, working at Dindira tea estates (MeTL agriculture division) as a trainee for assistant field manager. Now I am working as an assistant field manager for the East division of Dindira tea estates, entitled to oversee daily field production activities, workers management, crops quality control and executing field work plans. I enjoy playing football, hiking and jungle adventures. The remote estate areas are favourable to my hobbies, so everyday feels like a vacation!

What has your journey been like through the Graduate Development Program, where did it all start?

My journey through the GDP has been challenging but yet rewarding and exciting. We all know that transformation isn't easy, but commitment makes it achievable.

It all began when I was a fresh graduate joining a context which requires you to convert your theoretical knowledge into a productive practical experience. It was difficult at the beginning, but with the support from the seniors and the MeTL HR department everything became familiar, and finally I'm a trusted field manager.

What has your experience been like at MeTL thus far? What do you enjoy the most?

So far at MeTL, I have experienced the true value of commitment to my duties and responsibilities, networking and teamwork. For the MeTL agriculture division, every section is vast but also linked to one another. Therefore, to achieve the vision, you are required not just to commit to your responsibilities, but also to observe and act on the feedback from other sections.

The best part of being at MeTL is that the MeTL culture facilitates easy interaction with other departments in the company, social and government institutions, and the people outside the company.

In what ways have you developed over the months you have been part of the MeTL team?

Since joining MeTL, I have grown into a confident management staff, both professionally and socially. I have improved my mindset, my decision-making skills, my supervisory skills and social interaction.

Could you share your top 3 strategies that you use to cope with any challenges that come along the way?

- Answers can be well found when you are calm and relaxed
- Communication and reaching out for backup
- Being open to learning and daily improvement

What is your advice to your fellow GDP cohort batch or upcoming graduates?

"Education starts where school ends".

Pack well what you have learnt from when you were in school, you will need to merge it into real situations for it to be applicable. The key is not what you have from school, but what you can apply.

Be open minded, have discipline and commitment, be open to communication and networking.

The first step is always the hardest to take, but once your feet get used to stepping up you wouldn't even notice how far up the ladder you have reached.



Shabani Mkinda

My name is Shabani Mkinda and my designation at MeTL is a Compliance and Human Resource Executive. I enjoy both playing and watching football, as well as swimming

What do you love about what you do in HR?

In the field of HR, I get to learn something new every day as I meet different people who have different ideas. I also often meet people who are experiencing a range of challenges, and it makes me feel fulfilled once I am able to help them navigate those challenges. I enjoy overlooking employees' and management's welfare and ensuring that their needs are met according to the standards prescribed by the law, as well as company policy. I also appreciate the opportunities that I get to attend seminars which helps me increase my skillset and build up my career.

How does your current role at MeTL compare with the previous roles you have held?

I value my current role in MeTL, because it allows me to interact with a lot of different people who are a part of different institutions. This extends my career connections and expands my network.

In this role, I have the opportunity to learn about a range of diverse areas within HR and beyond compared with the previous roles I have held in my career.

What are the main HR challenges particular in your line of work?

1. Dealing with employees who are not so well versed in their understanding of their rights and responsibilities

2. Dealing with situations where there is a lack of knowledge about labour laws.

What are your top mechanisms or strategies you use to overcome the above challenges?

- Educating the employees on their rights and responsibilities.
- Creating awareness about the labour laws, and taking the time to explain and discuss them with any employee who experiences challenges that are related.

What are your top 3 advice to emerging HR professionals?

1. They should make the time and effort to be knowledgeable about the labour laws. This means that they must also update themselves on any changes that are made, particularly with regards to HR
2. They should be understanding towards those who they are dealing with – they should be both tough and empathetic at the same time
3. They should ensure that they embody these important qualities: honesty, integrity, good manners, a positive attitude, and workplace professionalism, so they can lead by example.



Maintaining Momentum in the Workplace

~ Islama Salim

In the workplace, there are several factors that are important, but momentum is the source of power. It is made possible through generating energy, eliminating obstacles, and facilitating transformation. It's like turning on your car's engine, pressing the accelerator, and instantly attaining top speed. When you have momentum in the workplace, you are able to achieve your goals and accomplish remarkable things in life. People often fall short of their goals because they lose their motivation along the way. When momentum is lost, you can slowly lose focus on your goals and lower your overall performance.

Successful individuals are aware of the significance of momentum and work towards building and maintaining it.

You can learn how to establish momentum that you can hold onto, grow, and maintain using the following tips:

Celebrate your little and big wins

It's natural to feel let down and demotivated when mistakes happen, especially when it seems like everything is going wrong. Learning to focus on your achievements means changing how you view the little victories along the way, such as a sale, a milestone, or an email response. You'll be motivated to keep aiming higher. What matters is focusing on your accomplishments and how you might build on those little achievements to maintain your momentum. When you reflect on all your accomplishments, triumphs and achievements, it has an immediate positive effect on your mood and will motivate you to keep going. Additionally, highlighting your little victories as they occur will also help you keep the momentum going.

Success requires first expending 10 units of effort to produce one unit of results. Your momentum will then produce 10 units of results with each unit of effort.
Charles J. Givens

Expect obstacles along the way

Facing challenges are a normal part of the workplace and life in general. Every task comes with its challenges, and it is best to be mentally prepared to embrace them, and learn to resolve them in a professional manner. The more difficulties you overcome, the stronger and more resilient you will become, and the more motivation you will build to keep you going.

Make a habit of Identifying potential obstacles. Consider what could hinder your productivity and make an effort to avoid them. Ask yourself what you can do to overcome them and prepare accordingly. The key idea here is to eliminate any distractions or obstructions that can prevent you from maintaining momentum.

Have an exciting purpose for what you do

Goal-setting is one of the most effective strategies someone can use to attain true success and produce remarkable outcomes in life. But, the majority of people set the wrong goals which means that they are ultimately uninspiring, unmotivating, and unenjoyable that they don't anticipate reaching them.

When formulating your goals, focus on the why, and let that motivate you. Think about the vision. What do you want to achieve in the next few years and why is it important to you?

Imagining the fulfillment of your goals can help you stay motivated, and has an incredible impact in the way that you conduct yourself. The mental affirmation that you can succeed increases momentum and self-confidence, and the positivity you create around that imagery has a subconscious impact on you.

Practice reverse gap thinking

Many of us lose our motivation from dwelling on the future, which causes us to lose our momentum. This future-gap thinking is ineffective when we believe things like, “When I accomplish my goal, I will be happy”, or “I’ll be successful, if I am wealthy”. Thinking this way causes you to delay your happiness to the far future and as a result, your momentum is easily depleted.

Instead, opt to focus on the progress you’ve made and all that you’ve accomplished so far. Many people make the mistake of believing that they would only be content and able to truly enjoy life once they achieve their goal. Change the way you think. Substitute “I’ll be happy once I am rich” with “I am happy working towards building my wealth.” You can also apply this to goals that are not financial. Doing this will keep you happy, stress free and working with great flow. In fact, reflecting on your successes inspires gratitude and motivation which will have a big influence on your momentum.

Stay organized



Make a list of things that absolutely have to be done that day and prioritize them. You are more likely to lose steam when you have an unscheduled day. Focus on the immediate tasks and complete them. We all love taking on new projects or assignments and we end up leaving a trail of incomplete tasks that pile up into an overwhelming mess. Staying organized will help boost

your productivity, keep you on track and prevent you from getting overwhelmed with pending tasks which ultimately drain us and contribute to a loss of momentum.



Maintain Balance

Maintaining an extreme pace for several weeks or even months can make your unusual effort seem fairly typical. It can be challenging to step back and assess whether you can actually maintain this level of work while you are caught in that trap. Having a poor work-life balance comes at the expense of time spent with your loved ones, your comfortability and even your health. It is essential to maintain a healthy lifestyle which caters to your physical, spiritual and mental health in order to keep your momentum going year-round. Give other areas of your life priority so that you could build on your achievements consistently and maintain some momentum without overworking yourself.

Eliminate energy drains and recharge yourself

Things that deplete your energy throughout the day are energy drains. In the workplace, these include inactivity, work overload, disorganized tasks, poor diet and so forth. When you’re exhausted, you’re not really giving your planning process much thought, are you?

Recharge your energy with something that motivates you and lifts your spirits, such as organizing your workspace, grabbing lunch with your co-worker, or even getting a cup of your favorite coffee. Delegate time to do things that energize you, identify your energy drains and find the solutions to them. You’ll notice that you have more energy to work and you can concentrate a little more clearly on the tasks that will enable you to accomplish your key objectives.



Winners from the Last Quarter



Siddika R. Ebrahim

Naeem Alnazir Ahmed



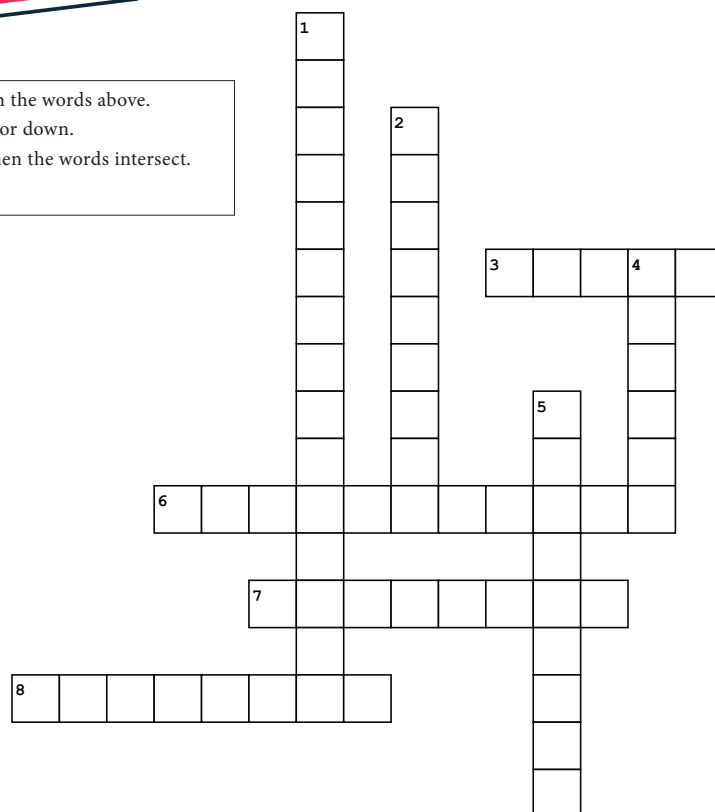
Islama Salim



The first 3 MeTL employees who solve and submit this crossword puzzle correctly have a chance to win an appliance

All the clues for this crossword puzzle can be found in this issue.

Use the clues to fill in the words above.
Words can go across or down.
Letters are shared when the words intersect.



Across

3. In the next issue of DISCOVER HR, the MeTL Super League _____ results will be revealed
6. Shabani values his current role at MeTL because it has allowed him to extend his career _____
7. In the GDP feature, Ayubu shares that one of his top strategies to cope with challenges is to _____ for backup
8. The Vaccination Drive is part of the HR _____ initiatives at MeTL

Down

1. During hospital visits this quarter, bedsheets and _____ were donated
2. The unit feature of RSDIL informs us that the plant manufactures _____ detergent products
4. At MeTL, we believe that women in the workplace are one of our greatest _____
5. According to the editor's note, it can be said with pride that an _____ has taken place at MeTL

BONUS QUESTION – increase your chances to win!

Based on the tips you learned from the L & D feature on Maintaining Momentum in the Workplace, explain how you plan to do the same, and stay on track for the rest of the year.



Nufaiika Kazini kwako



**Jipatie Bidhaa
za Nyumbani**

**Kwa Maelezo zaidi
wasiliana na ofisi ya HR wako**

**Vigezo na Masharti kuzingatiwa*

mo
...tunagusa maisha yako.



KIBOKO YA UCHAFU



The Best Multipurpose Soap