

<p align="center">Management Consultancy Information Sheet</p> <p>We provide specific task focussed help and support, providing advice but more importantly performing the work where needed.</p> <p>Operationally we can provide you with interim management cover during sickness or between appointments.</p>	<p>Crisis Management</p> <ul style="list-style-type: none"> ✓ Budget Deficits ✓ Restructuring ✓ Interim Management <p>Organisational Audits</p> <ul style="list-style-type: none"> ✓ Memorandum & Articles ✓ Annual General Meetings ✓ Health & Safety ✓ Insurance requirements ✓ Effective governance <p>Strategic management</p> <ul style="list-style-type: none"> ✓ Research ✓ Businesses Planning ✓ Forecasting ✓ Vision statements ✓ Policy development ✓ Risk management <p>Human Resources</p> <ul style="list-style-type: none"> ✓ Recruitment ✓ Managing personnel ✓ Staff Policies ✓ Sickness ✓ Temporary contracts ✓ Statutory rights ✓ Equalities issues ✓ Disciplinary policies <p>Project Management</p> <ul style="list-style-type: none"> ✓ Project planning ✓ Costing ✓ Contracting terms ✓ Action planning ✓ Delivery Reporting ✓ Staffing <p>Managing Change</p> <ul style="list-style-type: none"> ✓ Trouble shooting ✓ New systems ✓ New areas of work ✓ Morale, Staff Satisfaction. <p>Fund-raising for charities</p> <ul style="list-style-type: none"> ✓ Fund selection ✓ Bidding / Costing ✓ Drafting / Strategy ✓ Tendering advice
<p align="center">Legal</p> <p>Our legal service is designed to be a pre-emptive, If you have a concern that you think may turn into something more serious then talk to us before taking action.</p> <p>If you need to restructure or conduct a redundancy, if you want to introduce a new policy or working practice, we will provide you with a clear route to change.</p> <p>We will also advise on compliance issues, we have direct experience of passing Community Legal Service and other organisational audits.</p>	
<p align="center">Training & Mentoring</p> <p>In particular staff development during change is a key issue, if you feel that the people who know your business or charity the best are not able to take on a new role why not discuss it with us first because most skills are learnable skills. Mentoring can also be used to evaluate performance.</p>	
<p align="center">New Businesses or Charity</p> <p>If your thinking of starting your own business or charity give us a call, not only can we help you prepare your plans we can also provide you with sound advice and practical hands-on help where needed.</p>	
<p align="center">Our fees</p> <p>Our fees are based on an assessment of the work. Following our interview we will send you a quotation of the work to be performed.</p> <p>For operational support or locum management, call with your requirements and dates and we will get back to you with a price.</p> <p>For monthly or quarterly services, reviews, management accounts or progress reports there is a monthly invoice scheme available.</p>	