

ORGANISATIONAL EFFECTIVENESS SERVICES

Human Resources and Organisational Development (HR/OD)

- Recruitment and retention
- Payroll and pensions
- Employee relations and consultation
- Learning and Development
- Induction
- Discipline and grievance handling
- Management information
- HR Administration
- Advice on all employment issues and UK labour law
- Change management
- Systems, process and procedures e.g. performance management
- Diversity and inclusion
- Reward management
- Leadership Development

Facilities Management (FM)

- Health and Safety
- Post
- Stationery
- Office Equipment
- Cleaning Contractors
- Office Maintenance
- Office Alterations
- Hotel Accommodation
- Airport transfers
- Visas
- Photocopiers
- Desktop and mobile phones
- Archiving

Information services (IS)

- IT helpdesk support
- Database and web based support
- Audio-visual advice
- IT purchasing
- IT training

Impact Assessment and Shared Learning (IASL)

- Training on ALPS and Global Monitoring (GMF)
- Participatory Review & Reflection Process (PRRP) guidance, facilitation and providing tools and support
- Internal communications e.g. staff briefings, lunchtime talks and any other related services
- Annual staff conference
- International visitors
- Staff organograms
- A Staff database with key information
- A database of key external stakeholders to help disseminate key strategic documents such as our annual reports
- Guidance and information on the Open Information Policy

We can provide the following information

- Annual Reports and Annual Reviews for both UK, International and Country Programmes
- Key strategic and organisational documents e.g. strategies, three year plans, ALPS