

PRO COMPANY PROFILE



OutLook

Solutions

www.outlooksolutions.co.ke

INTRO

Table Of Contents

2	INTRODUCTION
3	OUR VISION, MISSION & VALUES
3	Vision statement
3	Mission statement
3	Our Values
4	OUR SERVICES
5	TRAINING-HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT:
6	RECRUITMENT AND PLACEMENT
7	MARKET & SOCIAL RESEARCH
8	MANAGEMENT CONSULTANCY
8	Organization Development
9	Business Process Reviews
10	Business Risk Management
11	Business Management and Operations:
13	PUBLIC RELATIONS & EVENTS
13	a) Events Management
13	b) Documentaries, profiles & Features
13	c) Organization Branding& Image Building
14	WHY OUTLOOK SOLUTIONS?
15	SOME OF OUR CLIENTS

Outlook Solutions (OSL) is a well-established training and capacity building Institution based in Nairobi, Kenya. It was established in 2006 and incorporated in 2008. OSL is accredited and registered by the Ministry of Higher Education, Science and Technology (MOHEST/PC/1301/010), Kenya; Ministry of Labor (National Industrial Training Authority- NITA/TRN/1349), Kenya; and recognized by Ministry of Education (QAS/VETT/270/2), Kenya; and Accredited by Institute of Human Resource Management –IHRM (Registration No: C00316). OSL is an Affiliate of Hubbard College of Administration- USA (Ref/1677656). The institution offers a wide range of management consultancy, training and capacity building solutions that taps into emerging issues and trends relevant to both public and private organizations.

We also offer creative and innovative professional solutions in Market and Social Research, Public Relations, Brand Audit and Market Intelligence. We believe in information as a powerful tool that can give a competitive edge in the current world. OSL has a team of highly qualified and dedicated professionals with over 20 years cumulative experience with a rich diverse background.



CONNECTION

OUR VISION, MISSION & VALUES

Vision statement

To be the most preferred resource centre for innovative organization solutions that will spur growth and competitiveness for our clients within the region.

Mission statement

To offer unmatched customer focused, timely, reliable, consistent and innovative organization solutions to our clients that will offer them competitive advantage.

Our Values

- **Professionalism** - To deliver high quality services that will protect the interests of our clients by upholding high standards of Integrity, Accountability and Honesty.
- **Passion** - We are driven by the desire and passion to deliver high quality services to our clients by upholding the discipline of time and sense of urgency.
- **Innovation** - We believe in growth through creativity and innovation by continuously challenging our systems to better our service delivery to our clients.



Our Services

OSL has a robust and dynamic team of highly qualified consultants and a rich database of associate consultants with a wide and rich knowledge on Organization Development, Business Management; Process Re-engineering, Strategic Management, Human Resource Development and Capacity Building.

Our products and services are focused on innovative and dynamic organization solutions relevant to the current, emerging issues and trends to ensure maximum impact, relevance and sustainability.

All our interventions are well thought out, researched, and structured to allow organizational flexibility in content and design focused on the organization and individual growth and enhanced performance



Training-Human Resource Management and Development:

We offer intervention driven training on the following areas:

Human Resource Development

- Team building
- Personal Performance Strategies
- Trainer of trainers (Facilitation, Presentation & Coaching skills)
- Business Management and Supervisory
- Leadership and Governance
- Coaching, Mentorship and Counselling
- Finance for Non- finance managers.
- Career Development
- Transition from employment (Retrenchment, Redundancy & Retirement)
- Strategic HR Management
- Performance Management
- Employee Negotiations and Industrial Relations.
- Conflict Management and Resolution.
- Knowledge Management
- Communication skills development;
- Sales & Marketing skills

Business Management

- HIV AIDS & Sexual harassment at the work place
- Gender and Disabilities Mainstreaming
- Alcohol and Drugs/Substance Abuse
- Occupational Health and Safety skills
- Emergency Response & Disaster Preparedness
- Corporate Social Responsibility and Governance.
- Public Relations and Customer care
- Business Development and Brand management
- Financial Management & Analysis•Budget formulation, Monitoring and reporting
- Disaster preparedness and Crisis management
- Fleet and Transport Management
- Inventory Control and Management
- Purchasing, Procurement and Supply Chain Management
- Works Procurement and management of Consultants

- Supply Chain & Logistics Management
- Registry Management and Security
- Project Planning, management, evaluation and Monitoring
- Compliance and Quality Assurance Management

ICT

- Libraries and digital documentation centers management.
- Social Media Management
- Business System Audit, Control and Security
- Information, Communication & Technology
- Electronic Records Management
- IT systems skills development





Recruitment and Placement

- Staff Selection & Interviews
- Job Analysis and Evaluation
- Job specification and description development
- Organization structure review
- Due diligence and screening
- Staff Compensation and reward





Market & Social Research

- Baseline Surveys and Studies,
- Feasibility studies and Impact Assessments,
- Mainstreaming Surveys – Gender, Disability, Drugs , Alcohol & Substance Abuse, Access to Information, Access to facilities by persons with special needs
- Customer Satisfaction Surveys
- Work Environment & employee satisfaction Surveys
- Brand Audits
- Public opinion polls
- Culture Assessment Studies
- Communication Audit
- Product/Brand Awareness
- Salaries survey
- Monitoring and Evaluation





Management Consultancy

Organization Development

- Management of Change / Culture change.
- Total Quality Management.
- Micro Finance Capacity building
- Entrepreneurship Development for Micro-Enterprises (SME's)
- Organizational and Business Re-engineering.
- Balanced Score Card
- Performance Management and Appraisal.
- ICT and Knowledge Management
- Business Continuity Planning

8





Business Process Reviews

- Process mapping
- Process Capability through Six Sigma reviews
- Value chain Management
- Supply chain management
- Materials requirement Planning
- QMS and ISO compliance review
- Transition from ISO;9001:2000 to ISO 9001:2015
- Occupational Health and Safety audits
- Business Quality Management System reviews

Business Risk Management

- Risk audits
- Risk register and risk mapping
- Business Continuity Planning
- Crisis Management and Disaster Preparedness
- Occupational management



BRANDING = 2.5 Blocks (6.2 h)

TUE	WED	THU	FRI
26 • REVIEW LL INT.	27 • REVIEW LL w/ client	28	01
26	06	07 INT. REVIEW. LOGO SKETCHING	08
17 • REVIEW SKETCHES w/ CLIENT. PICK 1	13 INT. REVIEW DIGITAL RENDERING	14	15 TOP 3 DIGITAL
19 • SHARE DIGITAL RENDERINGS w/ CLIENT - CHECK 1	20 LOGO COLORWAYS	21 • REVIEW INT.	22 COLORWAY REFINEMENT
26 Full Logo + copywrite	27 REX. WORLD NEEDS	28	29 • SHARE FINAL LOGO • GET WEBSITE REQ.
02 • INT REVIEW.	03 • REVIEW w/ client	04	05
09 • INT REVIEW	10 • client APPROVAL	11	12
16 • INT REVIEW	17 • review w/ client	18	19
23 lunch	24	25	26
30	01	02	03
07	08	09	10

POINTS FOR ALIGNMENT:

Business Management and Operations: 11

- Strategic and Business planning.
 - Formulation and development of Strategic Plans
 - Mid-term & End term reviews
 - Implementation status reviews
- Institution Evaluation Assessments & Performance Reviews
- Project performance and monitoring evaluation.
- Human Resource
 - Training Needs Analysis
 - Job Evaluation.
 - HR Audits
- HR Procedures and Policy Manual
- Organizational restructuring programs.
- Corporate Social Responsibility and Governance.
- Knowledge Management
- Occupational Health and Safety audits
- Emergency Response & Disaster Preparedness
- Business Continuity Planning





Public Relations & Events

- The Annual Africa Aviation Law Conference
- Business Conferences,
- Business Retreats,
- Company end year parties,
- Product Launches and Re-launches,
- Recognition and Reward Celebrations,
- Corporate Branding and Image Building activities

We also offer the following PR services;

a) Events Management

We have a dedicated team of professionals who will help you organize and manage any important event that your organization might be intending to have. We have also invested in high quality Public Address system that will ensure quality sounds and captivation of the audience. We shall go an extra mile to making your event a success and surpass your expectations. We organize all kind of events ranging from: Business Conferences, Business Retreats, Company end year parties, Product Launches and Re-launches, Recognition and Reward Celebrations, Corporate Anniversaries, Road shows and promotional activities, and Corporate Branding and Image Building activities

b) Documentaries, profiles & Features

We have professional experts who will shoot and produce documentaries for your organization. Our documentaries and features are guided by the needs of our clients and are

produced ensuring they are rich in content and detail. The production will guarantee captivation of the viewers. We also develop client profile on need basis.

OSL has invested in state of art modern professional Digital Video Cam coders and still cameras that will ensure high quality picture and sound quality for the documentaries and features.

c) Organization Branding& Image Building

We help organizations identify events that will give them exposure and increase the awareness of their corporate image and products. Based on the client industry market segmentation, we shall identify events that will maximize on publicity and exposure for our clients. We also consult on Corporate Social Responsibility activities focusing on creating awareness about the organizations and the services/products they offer to the general public.

WHY OUTLOOK SOLUTIONS?



OSL is a professional institution committed to delivering services that are unmatched. Our key areas of distinction are:

OUR PERSONNEL

OSL has a team of highly dedicated full time personnel who are very professional, highly motivated, intelligent and experienced individuals. OSL also has a rich pool of associate consultants with rich experience and consultancy background in various fields who are readily available.

CUSTOMER TAILORED SOLUTIONS

We endeavor to deliver solutions that will give/guarantee unmatched customer satisfaction through Professionalism- OSL operations are guided by high professional standards that will ensure we develop long lasting partnerships with our clients.

OUR PROMISE

Our promise is to become your Strategic partner to help you grow and realize your strategic goals. We are committed to your excellence.

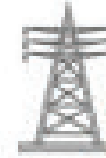
SOME OF OUR CLIENTS



Insurance
Regulatory
Authority
Bima Bora kwa Taifa

KEMSA

KENYA MEDICAL SUPPLIES AUTHORITY  YOUR PARTNER IN HEALTHCARE



KETRACO

Kenya Electricity Transmission Co. Ltd.
"Building a World-Class National Grid"



kenya national
library service

Read. Know. Empower



KENYA NUCLEAR
ELECTRICITY BOARD



NAIROBI WATER

Improving Reliability

NHIF

Afya Yetu. Dima Yetu



REGIONAL CENTRE FOR
MAPPING OF RESOURCES
FOR DEVELOPMENT

PASSION LED US HERE



Contact Information

PO Box 42476-00100, Nairobi, Kenya
GMC Mansion, 1st Floor,

Tel: +254 20 221 1737/ 206 6271

Fax: +254 20 221 4178

E-mail: info@outlooksolutions.co.ke

www.outlooksolutions.co.ke