



RANGE OF SERVICES

Conker Consulting offers a range of personnel, training and facilitation services to help small businesses and the voluntary sector grow their organisations and their people. Our services are flexible and cost effective and can be tailor made to meet the needs of your organisation. We can help from the moment you decide to recruit to the time when your employee leaves you.

We can undertake discrete, short term projects to update or enhance your existing practices or we can provide you with support in the longer term. We work closely with our clients to understand their organisation and issues before identifying needs and proposing practical solutions. We support you through implementation and follow up to ensure that the solution is working effectively.

Whether you are thinking of expanding, developing or shrinking your workforce we can help. We'll make sure you have the systems, procedures and processes

which work for your organisation and your people whilst meeting your legal obligations.

We have a range of flexible training solutions to meet your needs. Our coaching services have been valued by people at all levels in an organisation and our facilitation expertise has helped a number of organisations develop their strategic plans.

We offer you creative, practical solutions. We turn chaos into order, vision into action plans and dreams into realities.

Personnel, Training & Development - Small Business & the Voluntary Sector

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- 🌀 **Personnel Review:** like an MOT or Health Check we'll produce a checklist identifying any gaps or improvements required in your personnel practices
- 🌀 **Policies, Systems and Procedures:** we'll work with you to develop effective personnel practices that work for you and your people
- 🌀 **Starter Check List:** we'll provide a comprehensive list to ensure you have everything in place when your new employee joins your team
- 🌀 **Induction:** we'll help you to plan a proper induction programme to ensure your new employee is welcomed and able to contribute from day one
- 🌀 **Appraisal:** whether you want to introduce an appraisal scheme or some training to make your existing scheme work better we can help
- 🌀 **Staff Handbook:** a well produced handbook is good for your image and shows your staff that they are important to you, we can produce this for you once your personnel structure is in place
- 🌀 **Retention and Succession:** we can help you to keep your good people and assist in planning for the on-going staffing requirements of your organisation
- 🌀 **Exit Process:** staff turnover is inevitable, our Leaver's Checklist will ensure that the process is as smooth for leavers as for starters.
- 🌀 **Skills Audit:** we'll check what skills are available in your organisation and what you will need in the future
- 🌀 **Training Needs Analysis:** we'll analyse what training is required to make sure your entire team perform to the optimum
- 🌀 **Training and Development Plans:** we'll help you to construct affordable and effective plans for all the team
- 🌀 **Training Courses and Workshops:** we offer a wide range of training options for every level of staff from the MD to the newest recruit or volunteer
- 🌀 **Team Building Events:** we organise and deliver team building events focussed on action, not for us the walking on hot coals!
- 🌀 **Facilitation of Away Day:** a properly managed Away Day can be a very effective way to take an organisation forward, we can develop and facilitate a programme to make yours really beneficial
- 🌀 **Employee Volunteering Programmes:** many organisations want to give something back to the communities in which they are based, we can arrange a programme which benefits your community, your organisation and your employees