



**Hepta-Project
Management
Consultant**



BUSINESS PROFILE

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ABOUT US

Hepta-Project Management Consultant is a multi-disciplinary consultancy firm, offering high-value consultancy since the year 2013 in human resource empowerment, project management and environmental issues. We make a real difference to citizens and communities by facilitating positive, lasting change and enabling excellence in service delivery. We pride ourselves in our ability to listen to customers and understand their needs. From concept to completion, we provide customers with innovative, cost-effective and sustainable solutions. Our spread of work for both public and private sector customers is well balanced and extensive. Success for us is making a difference through quality, trust and timely delivery. We know that for a consultant to make a difference they need more than technical knowledge and experience. You want people you can trust, who will understand the issues you face, and are committed to working with you for the long-term good of your organization. That's why we offer a free, no obligation, and consultation to discuss your needs and establish whether we are the right people to serve you.



Mission & Vision



Our Mission	Our Vision	Our Values
To develop innovative, economical and sustainable solutions that successfully meet the needs of our customers, whilst adding value and a better quality of life for all.	<ul style="list-style-type: none"> - Creating a lasting legacy that improves the lives of individuals and communities, so that people can actually see and feel the difference every day. 	<ul style="list-style-type: none"> • Passionate about people • Professionalism • Innovativeness • High Quality Service • Integrity • Flexibility • Creating value for our customers

Our Services	Our Customers
<ul style="list-style-type: none"> i. Environmental Impact Assessment and Auditing ii. Strategic Planning iii. Training iv. Monitoring and Evaluation v. Motivational Speaking vi. Research vii. Team Building 	<ul style="list-style-type: none"> i. National and county government institutions ii. Non-government organizations iii. Community based organizations iv. Corporate businesses v. Small and Medium Enterprises vi. Religious institutions vii. Small groups and Individuals

OUR PROMISE

We guarantee you that the value we bring to our customers exceed our fees: for customers are our investment and we need to maximize our return.

1. STRATEGIC PLANNING



Strategic Planning is a critical organization function that allows access to issues and opportunities, set future direction, discuss priorities and ensure strategic alignment throughout the organization. It is a living document that is managed and should evolve as conditions change. Our experience tells us that organizations who are unable to make strategic decisions, communicate direction and turn strategy into action suffer from slow reaction time, poor accountability and under-performance.

Hepta-Project Management Consultant takes a pragmatic, execution-oriented approach toward strategy development. We collaborate with our customers to support the critical initiatives that will drive superior performance. We use rigorous fact-based analyses and pride ourselves on helping customers create pragmatic and actionable strategic plans that are focused on bottom-line results.

We believe that a great organization strategy should be valuable, enduring, forward-looking and actionable:

- i. Valuable: strategy needs to effectively allocate resources to the best investment opportunities, drive performance and raise expectations internally and externally, improve organization's competitive position and add value beyond the sum of its parts.
- ii. Enduring: In developing a strategy, organizations should consider long cycles and macro-trends while ensuring their plan is resilient and adaptive in times of turbulence.
- iii. Forward-looking: A solid strategy appropriately anticipates risk, uncertainty and optionality.
- iv. Actionable: Top-performing organizations ensure their strategy is both intuitive and realistic. It should be easy to communicate internally and externally and also provide for an approach that can be acted on by all units at all levels.

Strategy is about making choices, trade-offs; it's about deliberately choosing to be different.

-Michael Porter

2. TRAINING



For organizations to adapt, change, improve and transform, employees need the practical and creative skills that facilitate working across functions, departments and teams to produce innovative results.

Hepta-Project Management Consultant is a dynamic service provider in quality, flexible, innovative and customized training to our valued customers. We focus on enhancing human capital and people performance in small, medium to large organizations.

Our training focus on building the specific skills that enable your organization to work as an effective single entity that makes the best decisions to secure long-term sustainability and financial performance.

We also provide organizations with customized Leadership, Management and Personal training programmes, which are designed to fit seamlessly with our customers' objectives, cultures and unique environments. Our experienced team of facilitators deliver the training with commitment and passion, engaging participants and encouraging them to learn enthusiastically, making them keen to practice new skills back in the workplace.

We aim to establish a solid reputation for innovative training which delivers measurable results. We count amongst our loyal customers, high profile organizations in both the private and public sectors. The success of any organization relies on the performance and capacity of its workforce.

***"When you invest a dollar in a person, you get \$10 back.
"When you invest a dollar in a machine, you get \$2 back."
-Clay Mathile***

3. ENVIROMENTAL IMPACT ASSESSMENT & AUDIT



As a result of growing public opinion and increasing legislative pressure, ever increasing standards of environmental management and compliance are in demand. This is in accordance with the requirements of Section 58 of the Environmental Management and Co-ordination Act of 1999 (EMCA); Section 31 of the Environmental (Impact Assessment and Audit) and any other relevant provision of the laws of Kenya. Hepta Project Management Consultant has highly qualified personnel who have a profound knowledge of Environmental Impact Assessments and Environmental Audits.

We work with organizations and individuals to achieve competitive advantage through improved environmental, social and health & safety performance. We also work with our customers to achieve cost savings, resource conservation and increased efficiency, in conjunction with improvements in environmental performance.

Our environmental impact assessments and audits, and social impact assessments help your organization to contribute to local development while minimizing the impact on the environment. We conduct these services to determine how your organization activities are affecting your local community and on the wider environment thus showing your commitment to contributing to a positive impact.

We also work with institutions to come up with environmental policy documents as a commitment of an organization to the laws, regulations, and other policy mechanisms concerning environmental issues. We focus on problems arising from human impact on the environment, which retroacts onto human society by having a (negative) impact on human values such as good health or the 'clean and green' environment.

Today, there is world-wide evidence that man cannot ignore the quality of the environment. Thus environmental issues must be addressed as soon as possible during project planning.

"In a few decades, the relationship between the environment, resources and conflict may seem almost as obvious as the connection we see today between human rights, democracy and peace."

-Wangari Maathai

4. MOTIVATIONAL SPEAKING



Looking for a high-impact, energized speaker who presents on numerous topics relative to organizational effectiveness? If you are looking for a way to start, rejuvenate the energy at mid-point, or wrap up your meeting, conference or company event in an informative yet entertaining way, then Hepta-Project Management Consultant has the speaker for you. We are available for keynote addresses, workshops, seminars and breakout sessions. Our program style is:

- i. High energy
- ii. Heavy audience participation and interaction
- iii. Lots of laughter — laugh while you learn

Our presentations are entertaining and inspirational. We use personal examples to illustrate that despite our circumstances, our dreams can be fulfilled. We illustrate that through the principles of personal responsibility, we can all become “master of our fate, and captain of our soul.” The programs are highly educational, informative approaches to successful living—both personally and professionally. Our customers have benefited from the thought-provoking formula, which includes human relations, communication, and personal development.

We customize the topic to meet your needs and the theme of your event, conference, or program. The result is results... improved negotiation skills and enhanced interactions with colleagues, customers, and family not to mention the sensational meetings!

We are motivating hearts and are inspiring lives. Our focus is to provide keynote presentations to government institutions, corporations, schools and non-profit organizations all to improve the working conditions: both mentally and physically, and performance of the people.

“Both desire and imagination are stored in the mind of the individual and when stretched, both have the potential to position a person for greatness.”

-Eric Thomas

5. MONITORING AND EVALUATION



Demand for monitoring and evaluation (M&E) activities has steadily increased in the last years, with the donors and developing countries requiring a greater level of analysis on the effectiveness of foreign assistance, government funding and its impact on intended recipients. Two major forces drive the increased demand: the need for accountability and the need to learn from programme implementation to improve effectiveness.

Hepta Project Management Consultant help private and public sectors to monitor and evaluate their projects and performance. We provides rigorous analytical services that help justify and improve program investments for global development, diplomacy, and security. Monitoring & Evaluation (M&E) Practice uses innovative, participatory, and practical approaches for our customers' policy and program needs. We write jargon-free utilization focused reports that contribute to sustainable knowledge systems for local partners and government agencies. Our work follows international best practices to ensure data quality and reliability, which is a hallmark of our M&E strategy.

The variety of cost-effective M&E services we offer helps customers to build their M&E capacity, track programme performance, and determine outcomes and lessons learnt. We tailor our evaluation services to meet customer and project needs to ensure a best-fit evaluation that provides useful information for decision making and the best value for the customer. Our monitoring services help customers manage projects and programmes for results, and include establishing baselines and monitoring services, creating results frameworks, and designing performance management plans.

"One of the great mistakes is to judge policies and programs by their intentions rather than their results"

-Milton Friedman

6. RESEARCH



Research and creative work have both short and long term benefits, and are valuable to the individual as well as the community. Research allows us to pursue interests, to learn something new, to hone problem-solving skills and to challenge ourselves in new ways. The quality of any research ultimately falls on the quality of the data collected.

Hepta Project Management provides consultancy services in all aspects of research from inception to completion. This includes research designs, questionnaire validation, data collection, data capture, data analysis and report writing. Our strongest points for research is our expertise, experience and absolute dedication to rigor. This starts from ensuring that the research design can answer the research questions to the field work and data analysis. We understand the potential threats to research validity and guard against them from inception to completion.

We have experience in mixed (quantitative and qualitative) research methodologies and we well understand theory of change. We have great expertise and experience in complex data analysis methods needed to examine the impact of intervention programmes and we adhere to ethical standards throughout the process. We have a team of experienced staff who are dedicated to excellence and have experience in writing easy-to-digest research reports.

“The measure of greatness in a scientific idea is the extent to which it stimulates thought and opens up new lines of research.”

-Paul A.M. Dirac

7. TEAM BUILDING



Wherever your team is now, team building sessions can help raise the level of your team's effectiveness. Energized, motivated and committed teams and individuals that look for innovative solutions to problems, make the difference in organizations. Many organizations look to team building services to bring their group closer together, to teach them the value of working as a team, to impart an important corporate message and to assist in developing their employees in a wide variety of areas.

Hepta Project Management Consultant has run several tailor-made team building workshops and events, locally and nationally. Through our innovative approach and creative events, we enable organizations to successfully address issues around change. The easiest and most effective way to achieve these results is to build events around the message you wish to impart to your teams within your organization.

We also run retreat days for senior people to go on a journey of re-discovery to align to personal purpose and identity, and learn to relax and take stock.

We help you to build in the structure and process that will create the success you seek, around an atmosphere of dynamic fun, activities with a purpose and interactive learning through experiencing things together as a team.

We design your day around your needs, objectives and goals. We make all our team building days dynamic, fun, interactive and experiential. Our purpose is to help you to quickly & successfully achieve the outcomes you are seeking and desire.

Our unique formula rapidly promotes cohesion, teamwork, and collaboration for your organization, and your people. Your people will benefit from learning, what makes each other tick and our team days will help you to do exactly that in a fun and engaging way.

"The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime."

-Babe Ruth



**Desire to grow,
Ambition to Excel**



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