

KENBRA LIMITED & CONSULTANCY SERVICES

GOVERNANCE STRUCTURE

Kenbra Limited is owned and managed by Directors consisting of two founding directors who are responsible for overall policy direction of the company. However, the day-to-day operations of the company and the execution of the Board's policy decisions are overseen by the Team Leader, who is also responsible for strategic leadership and quality control.

Kenbra Limited research and consulting services are executed by Principal Consultants and Consultants, who constitute the company's core research and consulting team. The Company also maintains a databank of Associate Consultants, whose expert services are enlisted from time to time on a need-by-need basis.

CAPABILITY STATEMENT

We have undertaken various assignments in both public and private sector as well as in the NGO world.

Relevant Experience: Over the recent past, the Kenbra Ltd has been contracted to undertake various institutional review, Strategic Planning Process, Job Evaluation and Staff Rationalization, Performance Management Framework, organization structure development, public policy formulation, corporate trainings, marketing agency, publicity, public relations, creative designs, communications, market research, surveys, audits, feasibility studies, resource mapping, infrastructure projects, ICT projects, consultancies and trainings across various sectors such as manufacturing sector; retail; transport sector; construction sector; energy sector; agribusiness; water, marine, sanitation and irrigation;

financial and insurance; livestock; media and communication; ICT sector; and tourism and hospitality sector all of which have provided us with the right experience relevant for this assignment. We have particular experience with County Assemblies and County Governments.

Experienced Staff: Our staff compliment have the relevant work experience in the areas of organization structure development, Strategic Planning Process, Performance Management Framework, institutional review, public policy formulation, Job Evaluation and Staff Rationalization, Corporate trainings, marketing, communication, creative design, planning, policy analysis and development, design, building and construction, remote sensing and surveys, health systems, resource mapping, ICT, database development, public service, corporate governance, monitoring and evaluation, and impact assessment.

CONSULTANCY SERVICES

The approach of KENBRA Limited to a consultancy assignment is often much more than an analysis and report. We use our skills to work with the client's organizations to analyze and define performance problems, and then we cooperate in developing workable solutions. We are able to go beyond this point by providing insight into complex organizational problems. Achieving results may require new attitudes or skills in wider group of managers and supervisors. We use process consulting methods by collaborating closely with the client to arrive at process consulting methods by collaborating closely with the client to arrive at practical solutions. Thus we prepare and deliver assignments that deals with the client's specific problems. Through this work, we believe that we provide a special source of help to clients faced with managing change, especially at this time when organizations are operating in a competitive environment.

Our primary objective is to develop and implement management structures, systems and competency – based programs and add value to the client's products and services. To this end, KENBRA Limited provides professional consultancy services focusing on the following specific areas of business and human resource management.

TRAINING PROGRAMMES, APPROACH AND METHODOLOGY

KEBRA Limited has over the years been involved in designing and facilitating training programmes for various organizations both locally and internationally. Our reputation is built on our work in developing tailor-made in-house programmes, which call for high quality in

design, development and presentation. Each training programme is unique to the client in addressing identified competence needs and all programmes are participative, each discuss concepts relevant to the job context. Our training intentions are fourfold.

- Helping to implement decisions and overcome problems
- Enabling personnel to understand and relate to a situation of major change
- Developing general management and supervisory aptitudes and skills
- Developing clerical skills in all the operational areas of the organization

Faced with a training assignment, we initially carry out training needs analysis (T.N.A) to establish the exact performance problems before designing and conducting the training programmes. Secondly, we administer a pre and post- test questionnaire to focus employees on the training at hand. Thirdly, we provide a post-evaluation on performance improvement. Finally, we provide a follow-up service to evaluate the impact of training. The challenge is to provide a situation in which participants effectively acquire the necessary knowledge, skills and attitudes. The straight lecture is rare. Case studies are used frequently based on the actual problems facing employees in the particular organization. These are supported, where appropriate, by variety of stimulating video-tape programmes, role-plays, management games and exercises, syndicated work, and focused group discussions. At the end of it all, the management and staff shall be well-nourished in the following perspectives.

- Effective communication
- Strategic management
- Organizational change
- Organizational culture

- Disciplinary procedure

Some of the training programmes KENBRA Limited has conducted include the following:

- Balanced scorecard
- Strategic management and planning
- Corporate governance
- Change management
- Performance management / Appraisal
- Management development programme
- Employee/industrial relations
- Effective utilization of human resources
- Basic supervisory development programmes
- Advanced supervisory management programmes
- Staff motivation
- Time/self -management
- Effective clerical skills
- Customer care and interpersonal relations
- Effective public relations
- Effective secretarial skills.
- Occupational health and safety
- HIV/AIDS counseling skills

- Leadership skills for management staff
- Effective delegation
- Total quality management
- Report writing and effective presentation skills
- Records management
- Pre-training of retrenches
- Defensive driving and safety

KENBRA Limited also recognizes the fact that each client organization has its own unique features as regards to operations and the environment in which it does business. In view of this, we prefer working closely with a client organization and tailor the training programmes to meet each client's needs as in elaborately outlined here below:

SUPERVISION OF CONSULTANCY ASSIGNMENTS

KENBRA Limited is a small enough to permit personal supervision for each project phase by senior management but large enough to assure staffing back up due to shifted timetables, priorities and project additions. We are staffed with experienced full time consultants who bring professional technology and external objectivity to the significant and sensitive issues of human resources. We are locally based, we understand the east Africa environment and management practices. Our hallmark is based on our commitment to provide organizations with practices. Our workable solutions, as well as to help design appropriate implementation strategies. Above all, we are available to monitor, evaluate and provide organizations with follow-up services to ensure the practical success of specific projects.