

MILESTONES CONSULTANTS



STRATEGY, LEADERSHIP & DEVELOPMENT CONSULTANTS

A GUIDE

@ November 2022

Physical Address; - NGCDF Building, Siaya. 1st Floor, Door No. 1
E – Mail: - milestones14@gmail.com Phone: - +254720920491
Registration No: - BN/2011/108889
Website: -www.milestonesconsultants.go.ke

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FORWARD

MILESTONES is registered with the registrar of societies at the Attorney General's Office of Kenya to engage in the business of selling consultancy services (Business Number BN/2011/108889)

At **MILESTONES**, we believe that '**TOGETHER EACH ACHIEVES MORE**' and that each individual has unique traits that could be harnessed to increase output at all levels. It is this belief that has informed the production of this package. Although not complete yet, this package seeks to offer a variety of training areas that are essential in effective development. Development practitioners are advised to make proper use of these training opportunities to further their cause. Specifically, staff growth will be achieved in the utilization of some of these packages.

The trainings apply the very latest technologies and maximum participation to optimize output and are conducted at the convenience of the implementing organization and the target group. While most of the packages are designed to take five days each or more, arrangements can easily be made to accommodate community needs, training targets and implementing partners' budgets.

With top notch trainers, well grounded in practice and masters of theory, using the very participatory of training methodologies, it is guaranteed that beneficiaries will get most out their investment in training. It must be noted that finance will not be the motivation in rolling out this training packages but will only be seen as meant to facilitate these packages.

Finally, **MILESTONES** is in the business of bringing together knowledge and will not hesitate to amend these packages to conform to additions or eliminations. Further, those interested in joining the pool of individuals that comprise **MILESTONES** Consultants are encouraged to talk to us through the address below with specifics of knowledge you intend to bring in.

Go yee into the world together and achieve more



Auscar Odhiambo Wambiya
PRESIDENT, **MILESTONES** Consultants

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INTRODUCTION

MILESTONES Development Consultancy's main activity is supporting teams, departments, communities, professions or whole organizations in identifying their priorities, building on those priorities and then working together more effectively to address the underlying causes of those priority needs. Our reputation is originally founded on our facilitation services, but we also provide support to teams in difficulty, advice and support for organizational change programmes, consultancy in joint working, and access to learning away from the workplace.

FACILITATION

MILESTONES Development Consultancy has built a strong reputation for its facilitation work and we provide this service to both small and large groups. Whether you need to take your team away and develop a strategy, want someone to hold a conference or seminar together, need a facilitator for a professional or departmental time out or away day, or even need some training in how to facilitate your own events, we can help.

OUR SIMPLE GUARANTEE

At **MILESTONES**, we have a strong commitment to ethical business practices and wish to reinforce that commitment by working with clients who respect the same values. For this reason we are happy to set out the guarantee and philosophy which will guide our business dealings. This page also outlines our pricing structure.

If you do not feel that we have provided a service to the standards expected and agreed, and then you do not have to pay us a penny; and you are the sole judge in this matter.

OUR PHILOSOPHY

Put quite simply, if we do not feel we are best placed to provide you with what you need, we will say so and save you time and money. There is nothing to be gained by either party if we take on a commission without the necessary time and skills to do a professional job. We do not consider ourselves experts at everything but rely on your judgment on the kind of service we shall have provided. We believe that our clients and the community members are the experts and we endeavor to find that expertise in them through our people friendly consultancy tools.

PRICING POLICY

Whilst our standard charge is by the day, we do not charge for time which the client does not need. Therefore, if we are only asked for half a day's work, you will only pay for half a day.

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Our normal daily charge for Kenya based clients will be negotiated. This rate is the same for off-site preparation and research time as for on-site activities. Rates for work overseas will be negotiated on a case by case basis.

For generally advertised development programmes where a client is booking one or more places, there will be a charge per delegate rather than a daily fee.

Hotel accommodation train and air tickets, and other subsistence expenses incurred in respect of the consultant are charged at a cost. Training and hotel accommodation booked by MILESTONES Development Consultancy on behalf of clients will be invoiced directly to the client by the venue concerned or paid by MILESTONES Development Consultancy and recharged to the client at cost.

Special Order Consumables such as software license fees, publications, and psychometric testing materials, are charged at cost.

VAT will be added to all invoices in respect of eligible items

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CHAPTER 1: - STRATEGY

- 1. DEVELOPMENT OF STRATEGIC PLANS**
- 2. DEVELOPMENT OF ASSET INVENTORY REGISTER**
- 3. TRAINING ON ORGANIZATIONAL STRATEGY**
- 4. COMMUNICATION POLICY DEVELOPMENT**
- 5. SOCIAL MEDIA POLICY DEVELOPMENT**

CHAPTER 2: - LEADERSHIP

- 1. MENTORSHIP FOR STUDENTS COUNCILS**
- 2. CAREER OPTIONS GUIDANCE & DEVELOPEMENT**
- 3. MOTIVATIONAL SPEAKING**
- 4. GROUP DYNAMICS AND INTERPERSONAL SKILLS FOR TEAM BUILDING**
- 5. PERSONAL COACHING AND MENTORING**
- 6. CHANGE MANAGEMENT**
- 7. TEAM BUILDING**
- 8. 360 DEGREE APPRAISAL AND FEEDBACK**
- 9. EMOTIONAL INTELLIGENCE**
- 10. MENTAL HEALTH**

CHAPTER 3: - DEVELOPMENT

- 1. PARTICIPATORY COMMUNITY DEVELOPMENT AND LEADERSHIP SKILLS**
- 2. CONFLICT MANAGEMENT AND RESOLUTION**
- 3. SAFE WATER SYSTEMS**
- 4. EFFECTIVE SELECTION, PLANNING AND MANAGEMENT OF PROFITABLE INCOME GENERATING ACTIVITIES**
- 5. GROUP SAVINGS AND LOANS (COMMUNITY/VILLAGE SAVINGS AND LOANS)**
- 6. SOCIO – ECONOMIC ANALYSIS TOWARDS POVERTY ALLEVIATION**
- 7. HUMAN RESOURCE MANAGEMENT**
- 8. LIFE PLANNING SKILLS FOR YOUTH & SEXUAL & REPRODUCTIVE HEALTH**
- 9. PARTICIPATION IN LOCAL GOVERNANCE**
- 10. CHILD RIGHTS AND CHILD PROTECTION**
- 11. HUMAN RIGHTS**
- 12. FACILITATION SKILLS FOR COMMUNITY WORKERS**
- 13. RESEARCH**
- 14. REPORT WRITING**
- 15. RESOURCE MOBILIZATION**
- 16. MONITORING AND EVALUATION**
- 17. BUSINESS PROPOSALS DEVELOPMENT**
- 18. SOCIAL ANALYSIS AND ACTION**
- 19. MICRO FINANCE PLANNING AND DEVELOPMENT**
- 20. PROPOSAL WRITING FOR DEVELOPMENT ORGANIZATIONS**