

Focus at Work Pty Ltd
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Management Consultancy Services

Focus at Work offers management consultancy services to the private, government, non-profit and community sectors in the following areas.

Organisational reviews

No matter what the driver, Focus at Work is qualified to assist you with:

- Organisational and program reviews
- Organisational structure and design
- Development of surveys and other research tools
- Development of implementation and action plans.

Strategic development, management and planning

Central to the success of all organisations is the development and on-going review of effective and informed strategy. Focus at Work can assist organisations with:

- Strategic, business and operational planning and review
- Vision, purpose and value statement development
- Identification of strategic capability and choices
- Scenario planning
- Environmental scans and research
- Competitor analysis
- Benchmarking studies and analysis.

Risk management and compliance

Identifying and managing risk is essential for all organisations. Focus at Work is able to assist in:

- Risk identification, management and reporting systems
- Compliance planning and reporting systems.

Training and facilitation

Focus at Work provides a range of training and facilitation services in its areas of expertise including:

- Training tailored to the needs of a particular organisation
- Facilitation of planning sessions
- Facilitation of workshops, forums and other discussions.

Corporate Governance

Experience in corporate governance combined with a working knowledge of the regulatory environment and best practice makes Focus at Work ideally placed to advise on, develop and review:

- Corporate governance process and structures
- Governance manuals, documents and policies
- Governance and management systems
- Record-keeping systems
- Corporate/non-profit governance systems, policies and procedures
- Meeting procedure and processes
- Board/management committee performance.

Human Resource Management

Focus at Work can provide objective, independent and professional input into your human resource management issues in the following areas:

- Workforce planning
- Selection and recruitment processes
- Development of position descriptions and Key Performance Indicators
- Performance planning and review
- Performance improvement processes
- Investigating alleged misconduct, workplace issues and grievances
- Team building
- Change management
- Mediation and dispute resolution.

Policy development and review

Focus at Work has extensive experience in legal and social policy development and review and offers a range of services in this area including:

- Identification of policy issues
- Policy analysis and review
- Research into comparative approaches including benchmarking studies
- Development of creative options for reform and preferred solutions
- Assessment of appropriate policy responses and instruments
- Key stakeholders identification
- Consultation program design and implementation
- Facilitation of policy decision-making
- Implementation planning
- Evaluation of policy impact.

Investigations

Without compromising the integrity of its processes or conclusions, Focus at Work takes a practical, results-focused approach to investigating:

- Suspected misconduct and official misconduct
- Suspected Code of Conduct infringements
- Grievances
- Alleged workplace harassment.

Project work

Focus at Work can manage and undertake a range of project work including:

- High level, complex research
- Drafting briefing papers, reports and other documents to a high-level/publishable standard
- Leading significant logistical and administrative projects to successful and timely fruition.