

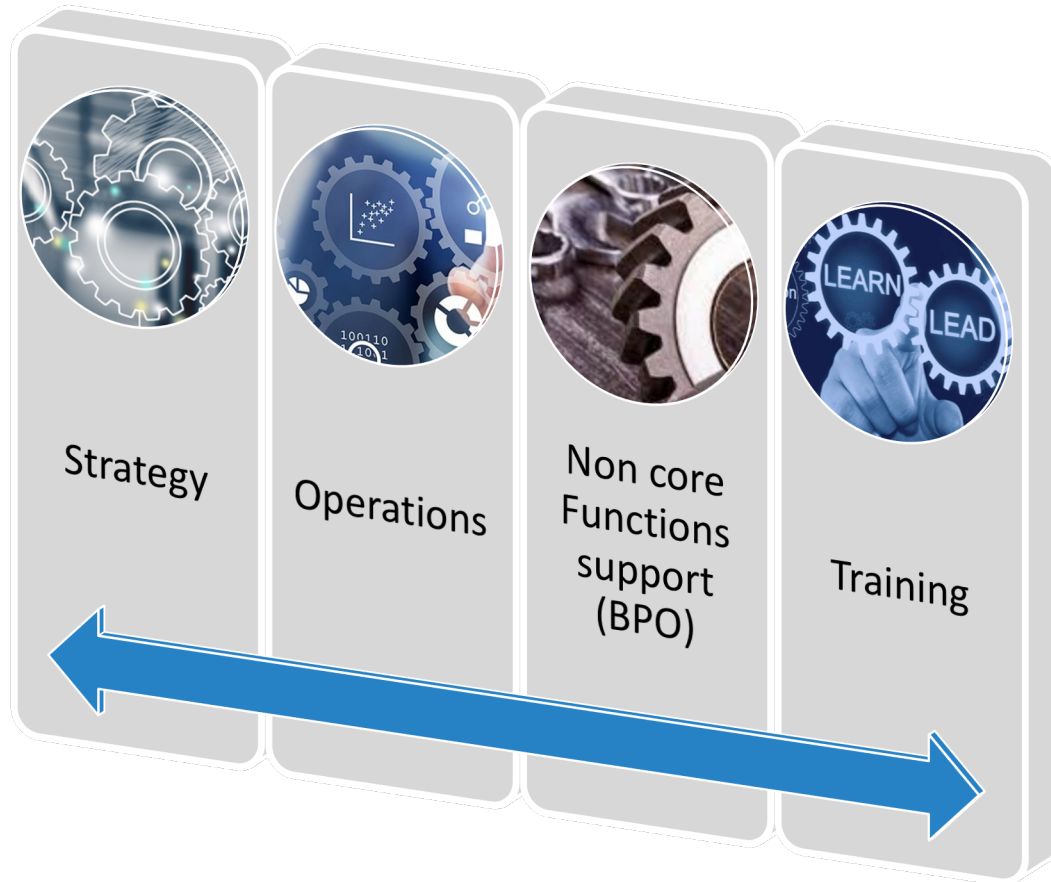


Our Services

2021

***Providing Trustworthy advice &
guidance to businesses & Individuals***

What We Do....



Apposite Business & Investment Services (ABIS) Limited, concentrates on providing the **Missing Links** that enable businesses to operate at the top of their game in a competitive environment.

We are skilled in each of the areas of service and we understand what is required to keep our clients happy.

By practising our core values of **Honesty, Trust & Personal**, we work to maintain a mutually rewarding relationship with all of our clients.

Read further to see how we work....

How We Do It....



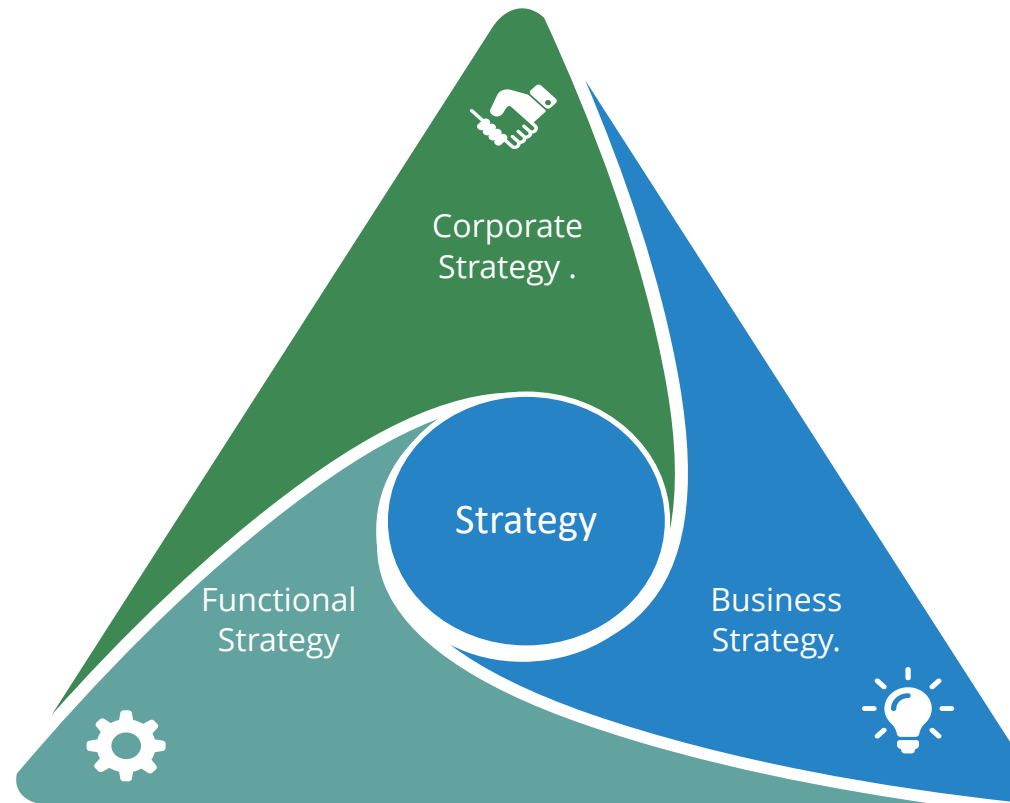
Focusing on entrepreneurs, start ups as well as established businesses that need professional support & guidance, we take you through **Strategic Planning & Implementation**.

Understanding that successful execution of your strategy is directly linked to the **Operations Process**, ABIS continues with you in developing the right *Operations Inputs & Outputs*.

And... So that you can focus on your core activities, we Continue to work with you by providing **BPO Services** in **HR, Admin & Accounts**.

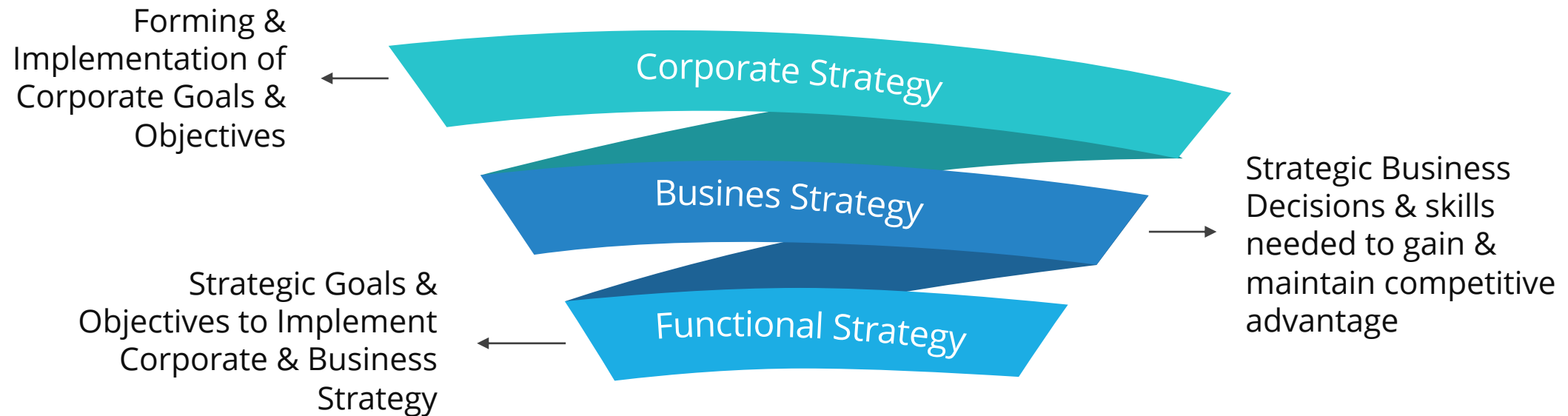
ABIS still goes further! We offer a range of business & work related **Training Courses**. These include *Business Enterprise & Business Start Ups; Business Admin; Company & Individual Upskilling Solutions; Data Protection; Digital Marketing*

Strategy



The Strategic Process

Developing & setting the organisations goals & objectives is critical in the strategic development process. Establishing the strategic Pillars that will form the foundation and support one's strategy is key to success.



ABIS Approach to Strategy



Review

- The current corporate approach assessment
- Review of Vision & Mission
- Critical Success Factors



Analysis

- Structuring process & information gathering
- PESTEL / SWOT
- Gaps



Strategy

- Synthesising information into strategic goals & Objectives
- Development of strategic themes & perspectives



Implementation

- Cascaded Strategic plan
- Action Plans
- Measurements & Timelines
- Performance analysis & Evaluation

We immerse ourselves into your business so that we can see How to develop & grow your business

After strategic development, ABIS works with our clients to implement & evaluate strategic change

The Operations Process

- The approach to operations should be structured and aligned to the Corporate Strategy & facilitate the Strategic Plan.
- The process transforms material and human resources to build & grow the business.



The Operations function is central to your organisation, as it delivers your goods & services. It is one of the core functions of the organisation and must be aligned with other core functions

ABIS Approach to Operations



Review

- The current operations processes assessment
- Review of the core business activities
- Review of support functions – (logistics/ accounts & finance/ human resources)



Processes

- Distinguishing efficient working systems & processes & bottlenecks



Strategy

- Building efficient operations systems & processes
- *What will make the business more efficient and unique (Unique Selling Proposition)*
- *What will enhance overall business efficiency*



Innovation

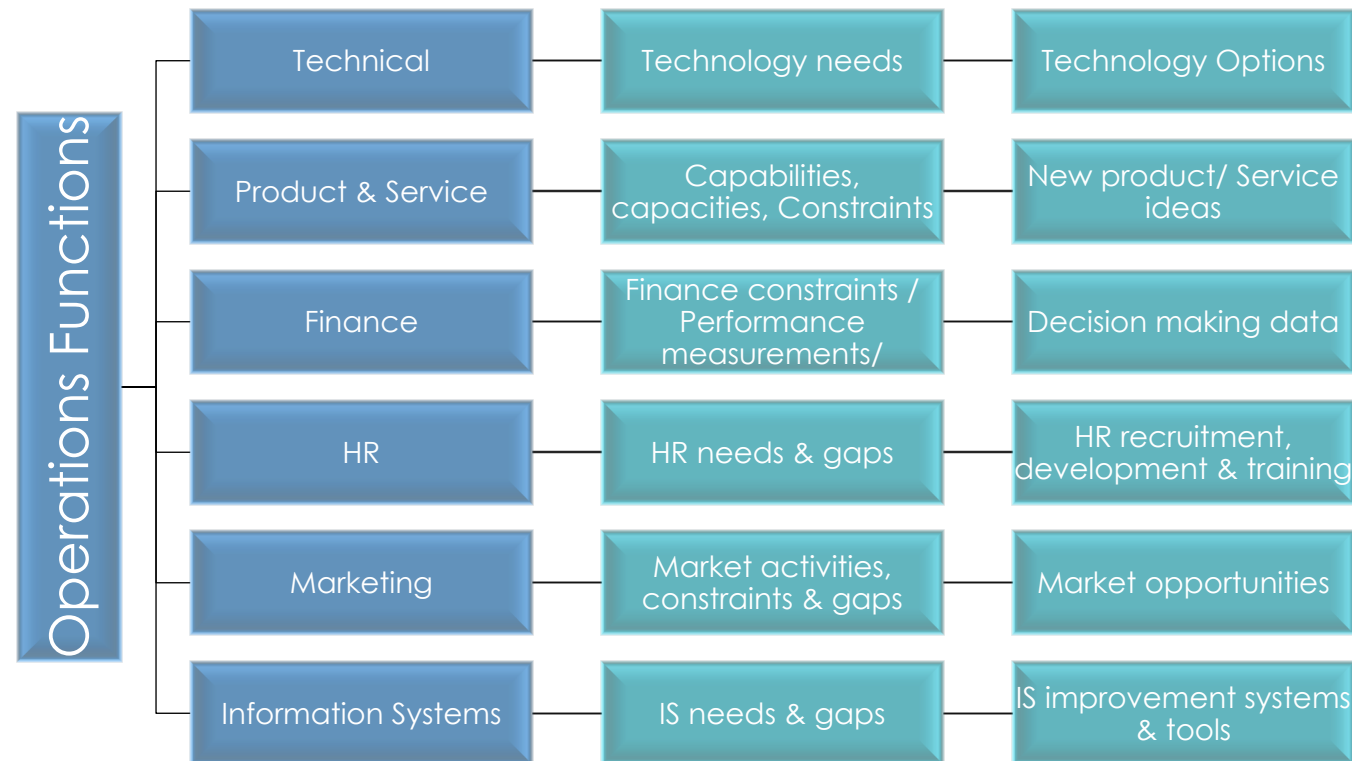
- Implementing operations systems & processes that generate innovation & opportunity
- *What will make customers love your product & service*

*We provide
Customised solutions
based on what we
see works for Your
business*

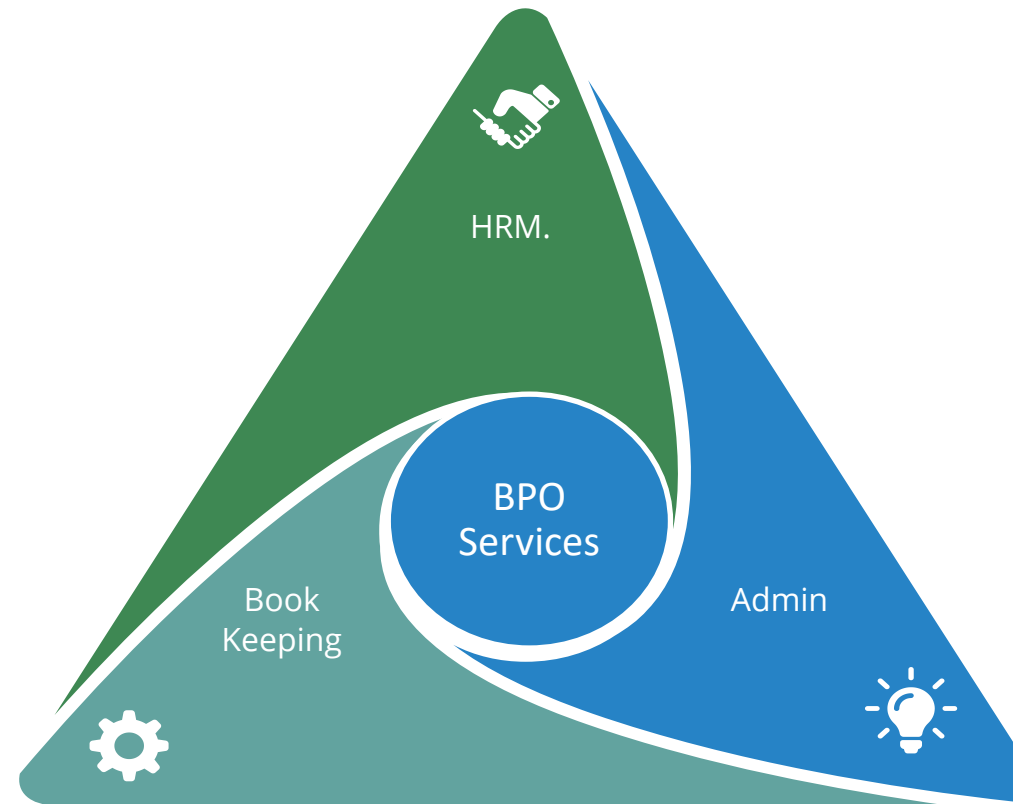
***ABIS works with our
clients to develop
effective & efficient
operations processes***

ABIS Approach to Operations

- The Operations Function is all encompassing within an organisation and is important in both large and small organisations.
- Understanding the broad scope, activity links and responsibilities is crucial for sound operations management.

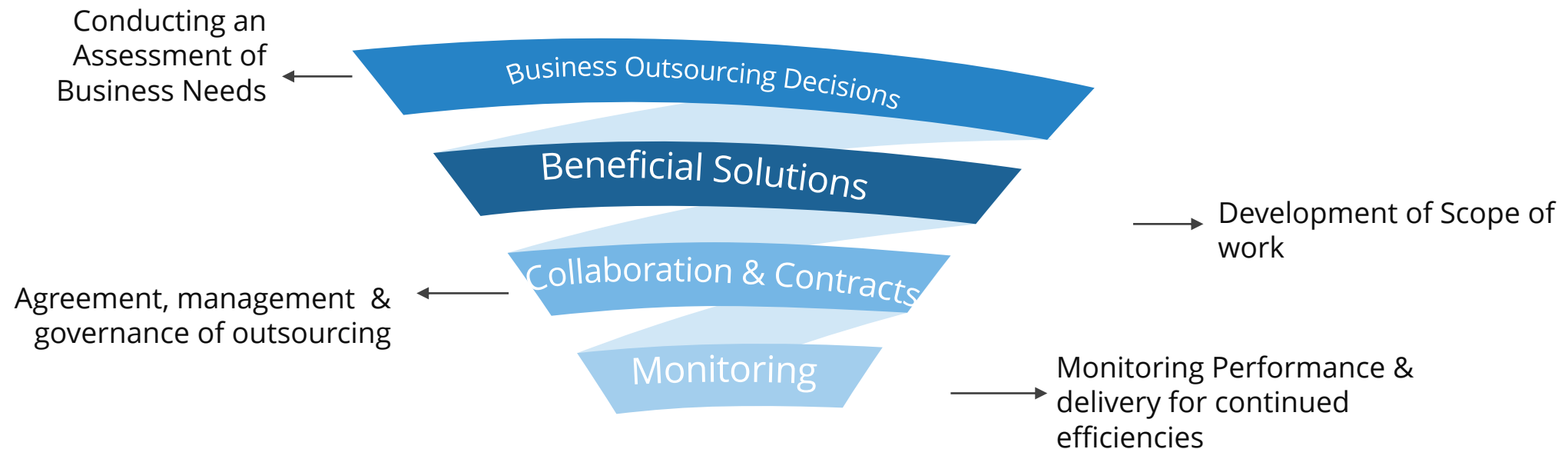


BPO Services



The BPO Process

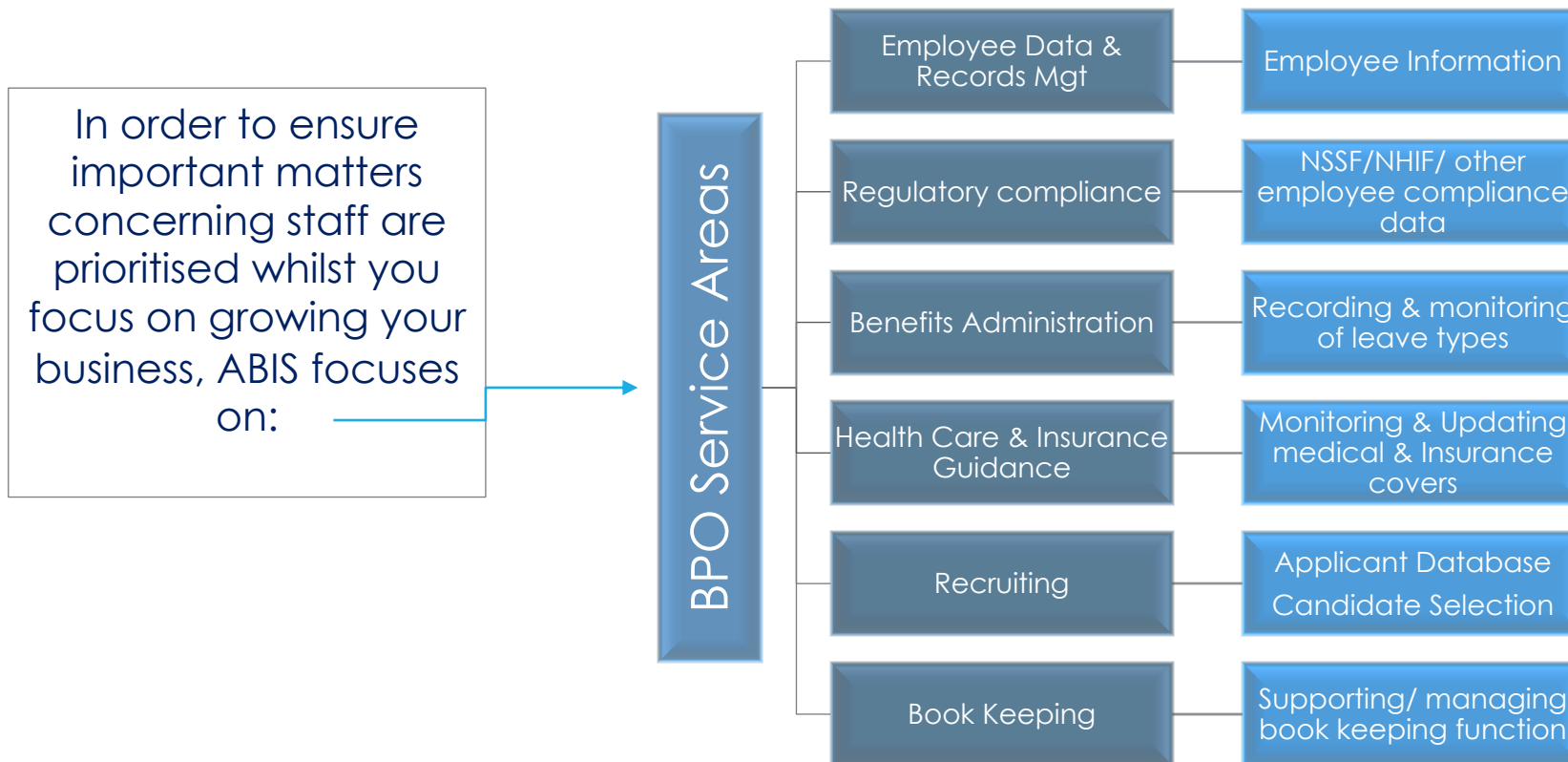
Adopting innovative solutions to core activities through BPO can see your business grow & outperform others



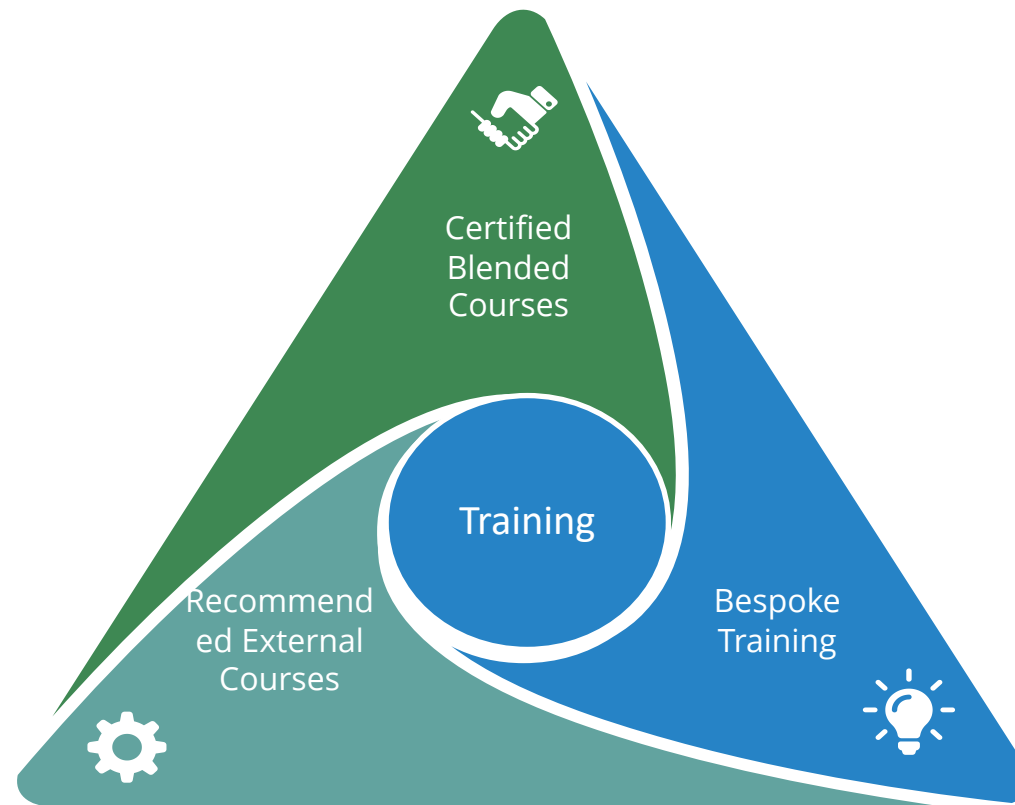
BPO – HR & Admin Services



As an outsourcing HRM service provider ABIS complements your existing HR structure or provides you with all the HRM services you need to see your organisation functioning at optimal levels



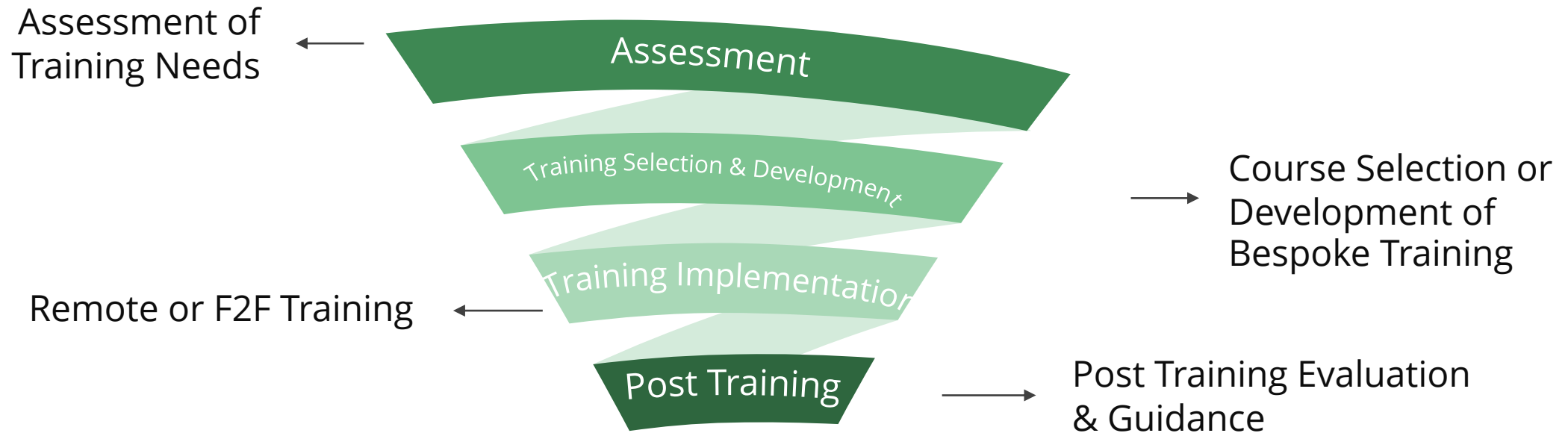
Training



***ABIS is a registered NITA (National Industrial Training Authority)
Trainer (NITA/TRN/1801)***

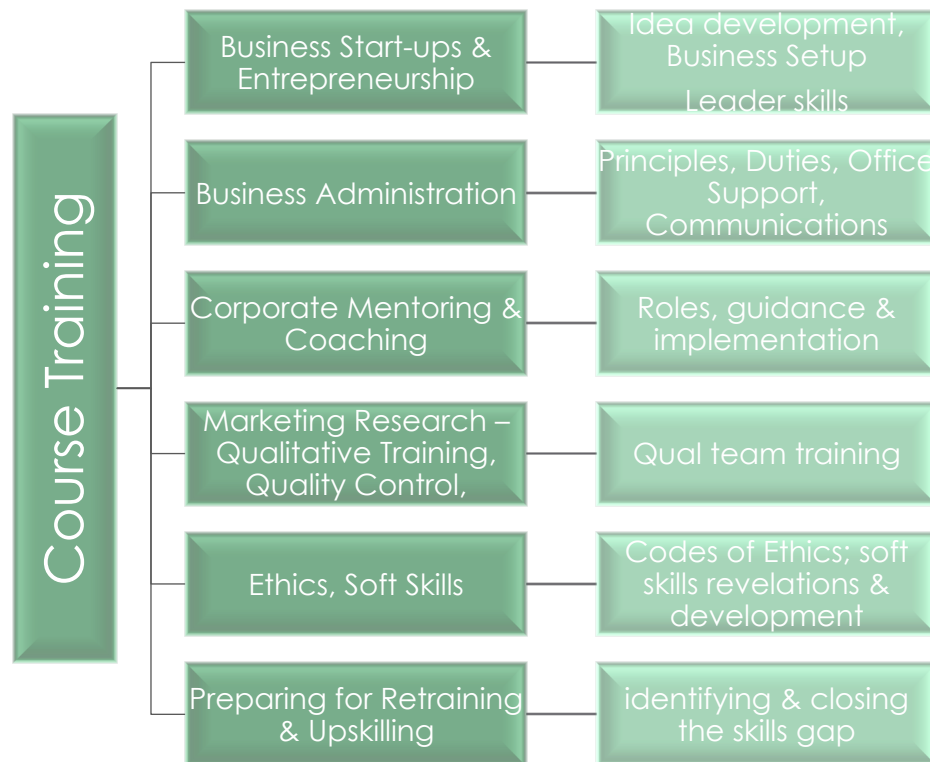
The Training Process

Providing guidance on training needs starts with an assessment of skills, individual & corporate and goals driving the future.



Training Services

ABIS offers training as part of its strategy & operations solutions as well as standalone courses. We also provide bespoke training courses to suit your needs



ABIS offers internationally recognised accredited & certified & courses

We provide your team with the right skills for the job

ABIS Activities



***We are with
our clients
for the long
haul and
stay the
course until
the desired
& tangible
results are
seen***

Review &
Evaluation

Guiding
Implementation

Monitoring &
Evaluation /
Recommendations

Preparation of
Evaluation &
Business reports

Post project
guidance & Support

Skills up scaling/
Training

Investment
Advisory & Will &
Testament Services

***ABIS provides
our clients
with Practical
hands on
support.
Success is
measured by
the Outcome***

Project Timeframes & Investment

- **Project timeframes** are set according to the project & task requirements and are agreed upon with the client.
- We however recommend a minimum initial project duration of 3- 6 months.
- **Your Project investment** is agreed upon once the project requirements are established.



ABIS Founder



ABIS Limited Althea
McCourt Founder
& Chief Executive

Over the last 20 years, through senior management positions, and term consultancies, Althea has been engaged in areas of organisational system development & processes; social & marketing research (10 years); HR management and debt collection management. She has guided organisations through strategy development and implementation, and facilitated on one of the most far reaching techniques for strategy implementation, the Balanced Score Card. She has worked in a range of industries, and held positions of Operations Director (*Infinite Insight Limited, Research Solutions Limited- Marketing research*), General Manager (*Afsat Kenya Limited*), General Manager Operations & Sales (*Triple A Capital Limited*). She is a director of Infinite Insight Limited.

Prior to management consultancy, Althea held various senior positions in a leading stock brokerage firm for over eleven years. (*Dyer and Blair Investment Bank, formerly Dyer and Blair Limited*). During this time in addition to the day to day management of the company, she represented Dyer & Blair in initial public offerings and private placements. She was instrumental in the development of the company's marketing, operations & research departments.

Being in the industry at the time of regional capital markets development, she played a significant role in guiding the initial players, and was a stock market training resource person within East Africa. In the research industry, she has continued to conduct a range of training courses with the goal of ensuring its participants are adequately skilled and ethically aware.

Althea holds an MBA – IT (University of Leicester), and a BA (Hons) in Business Studies (University of North London). She is a Member of Marketing and Social Research Association (MSRA – 2017, chairperson of MSRA.), SAMRA, ESOMAR, Chartered Management Institute (CMI) and Kenya Institute of Management (KIM).

She is the Chairperson (and a mentor) of the University of Nairobi's Greenhorn Mentorship Program, and an entrepreneur Judge for the SOMO Entrepreneur Program.

Business Start Up

We will provide you with the tools to set up and run your own business!

Preparing to start your own business not only requires you to have a great business idea but also the right skills to manage a business.

This is particularly important when you are starting out and may not be able to engage staff or experts in all areas.



Look no further ABIS Limited & DCS Training is here to help you



Our Business Start up Training

Will help you to:

- Identify and crystalize your business ideas
- Assess business viability & sustainability
- Introduce you to different types of business
- Provide you with the essential tools for running your own business

We will guide you with the following introductory courses

Creating a Business (Business Start-Up)

Running your Own Business

Business Administration & Operations

ABIS is a registered NITA (National Industrial Training Authority) Trainer (NITA/TRN/1801)

Training & Upskilling

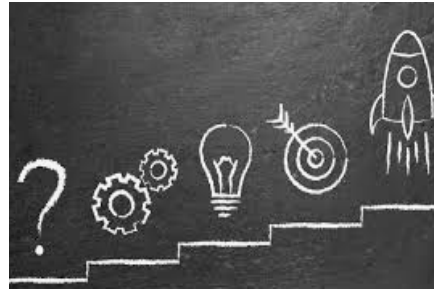
In preparation for getting back to work, lets update & improve your skills

This will not only open new doors but will boost your confidence & your opportunities

Whilst taking advantage of the expanding gig economy will require you to have the right skills & dexterity to adapt



Look no further ABIS Limited & DCS Training is here to help you



Now is the time to Build on what you already have and get to grips with areas that you feel could be improved. Keeping up with the pace of change today requires you to adopt a life long approach to learning, and to proactively determine what skills you need for a brighter future.

Our Skills Gap Closer Training

Together with us You will

- Explore and decipher where your skills gaps are
 - Find efficient ways of Closing the gaps.
- Establish suitable training & re-training areas

Preparing you for the 4th Industrial Revolution is our goal

- **We will establish the skill sets for you to advance your career & to join new industries**
- **Where we offer best fit courses, you will be invited to preview the courses & thereafter you can choose to Sign Up**

Register Today

ABIS Limited

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<https://twitter.com/ABISKenya>

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