



COMPANY PROFILE



Clear Focus Consult

2017

Your Lens for Professional Services



ABOUT

CLEAR FOCUS MANAGEMENT CONSULT (CFMC)

Clear Focus Management Consult Ltd. (CFMC) is a regional management consulting firm that serves both small and established businesses: governmental and non-governmental organizations, for-profit companies, and not-for-profits. Our clientele cuts across East Africa (Uganda and Kenya). This reflects our regional nature.

Clear Focus Consult helps clients in diverse industries improve their performance, transform their enterprises and reduce costs, leverage technology, process and review large amounts of complex data, address regulatory changes, recover from distress and stimulate growth. Focusing on human resource, strategy, finance, operations, research and technology, we help regional our clients improve performance, comply with complex regulations and reduce costs - delivering measurable, sustainable results.

CFMC has a diverse team of highly qualified and specialized professionals and consultants. The team has technical knowledge and an understanding of the market. CFMC provides and develops both standard and customized business solutions together with value adding ideas intended to enable our clients achieve their objectives.

CFMC conducts various training programs in various management areas in Uganda. The vast experience obtained from these training activities has enriched the organization with the most suitable citations and solutions to the requirements listed in your terms of reference. All these can be shared extensively with your staff, in order to foster similar sound practices in your organization.

OUR MISSION, VISION & VALUES

Our unique vision, mission and values capture the essence of who we are and how we interact with other players in the market. In addition, our vision, mission and values communicate our commitment to delivering excellence to our clients, shareholders, and the community.



Vision

To be the most trusted and respected professional services firm recognized by our clients for delivering excellence.



Mission

To serve our clients by providing the highest quality professional services, which address their actual business issues.



Values

Integrity

We do the right thing regardless of the consequences.

Pursuit of Excellence

We continually strive to exceed the expectations of our people and our clients.

Accountability

We take responsibility for individual and collective actions.

Collaboration

We work together to achieve collective and individual goals.

Passion

Our energy and enthusiasm are contagious. We are inspired to make a lasting impact.

OUR STRATEGIC OBJECTIVES

Our main objective is to provide leading strategic review of your business activities to implement growth opportunities and restructure your needs. Our core specific objectives include;

- To improve the management and human resource structure of our clients
- To foster a unified corporate culture among our clients
- To enhance the sales techniques for our clients
- To guide financial projections and strategies for our clients
- To promote lean operations for our clients

OUR AREAS OF PRACTICE

Our professional team of experts has vast experience in a range of industries, so we can quickly analyze a business situation and apply our knowledge to finding a workable solution.

We offer a full suite of services in key areas, including:

1. Training and Capacity Building
2. HR Services
3. Strategy Development (Strategic Planning)
4. Management Information Systems
5. Financial Management, Tax advisory, Audit and Recordkeeping
6. Business Research and Surveys
7. Marketing and Brand Strategy
8. Workplace Safety and Health Advisory
9. Risk Advisory and Management

1. Training and Capacity Building

For all companies in the east African region, Clear Focus Consult is your strategic partner in employee training and development. Our general and customized training/ coaching programs have proven helpful to countless leaders, HR managers, salespeople, customer service representatives, and employees hone their professional skills and better contribute to their company's success.



We provide comprehensive training services in the following areas;

1. Performance Management and Appraisal
2. Organizing and Conducting Successful Meetings
3. Report Writing
4. Financial Management and Tax Compliance
5. Corporate Governance and Board Competence
6. Work- Life Balance
7. Pre-Retirement Planning: Making the Most of Retirement
8. Leadership and Empowerment
9. Customer Care Best Practices
10. Occupational Safety and Health (OSH)
11. Innovation and Enterprise Management
12. Business Writing and Communication
13. Digital Strategy & Communications Management
14. Fundraising for Nonprofit Organizations
15. Handling Workplace Discipline, Termination and Dismissals

To learn more about our training programs and schedules, visit our website www.clearfocusconsult.com



2. HR Services

Our HR services are intended to create a relationship in which you select us as a provider to become your dedicated HR management and benefits administration partner, and deliver a broad range of HR services through a “co-employment” model. We ensure that there is HR compliance and administration, workers’ compensation advisory, employee benefits management, payroll and payroll tax compliance.

Clear Focus Consult handles Payroll, Taxes and Administration, Human Resources compliance as well as compliance with the Affordable Healthcare regulations. Not every company is ready to outsource their human resources function. But when you are ready to let go, we’re ready to manage and unify all your HR so you can unlock the real potential of your business in the following areas;

Payroll Administration

Optimizing your Payroll Service, Technology, Reporting and Tax Administration. That will give you more time to do what you do best: grow your business.

Employee Benefits

Our benefit packages streamlined from one source. With complete employee benefits administration, support and compliance, helping you recruit and retain top talent without having to deal with administrative headaches.

Workers’ Compensation

With a convenient pay-as-you-go program- no deposits, no advance premiums, no deductibles, no year-end audits or other hassles. This helps eliminate large upfront premium payments, improving cash flow.

Our HR services are driven mainly on six components including;

Job evaluation: Whether you're an established global corporation or a fast-growing start-up, you need to know how each job in your organization contributes to your strategic goals. Job evaluation shows why, how and where work is done, and can help you create and maintain the right reward structure for your business.

Recruitment: We assist organizations to attract top talent and identify the best people objectively and efficiently with our range of recruitment and assessment services. Whether you're hiring one person in a country office or recruiting thousands of people globally, we can help.

Pay: Getting reward right helps you attract, retain and engage the best people while making the most of your HR budget and balancing the bottom line. We know how best this works and we make it easy for your organization to get pay right.

People Development: We know people make the difference between a good organization and a great one. So once you've found the right people for your business, make sure you harness their full potential by developing them to support your strategy. Clear Focus understands jobs and knows what competencies people need in order to do their jobs well. So, when you want to develop people for a specific role, we'll look at the skills and abilities needed in that job, and then assess your people to see where they need to develop. After the assessment we'll help you create a development plan personalized for each individual.

Activate workforce: It is always easier said than done! Tools, not words: That's what people need if they are going to make your strategy happen. After the launch of any new initiative, there's always a risk that everyone will return to their desks and wonder how they can turn this exciting new vision into reality. But equipped with the right tools, they can get started straight away.

Employee Engagement: at Clear Focus, we know engagement plus enablement equals effective organizations. Great organizations depend on great people. Create a strong, motivated workforce with our employee engagement services and drive business performance.



3. Strategy Development (Strategic Planning)

It is crucial for every organization, whether a strategic planning for their business investments.

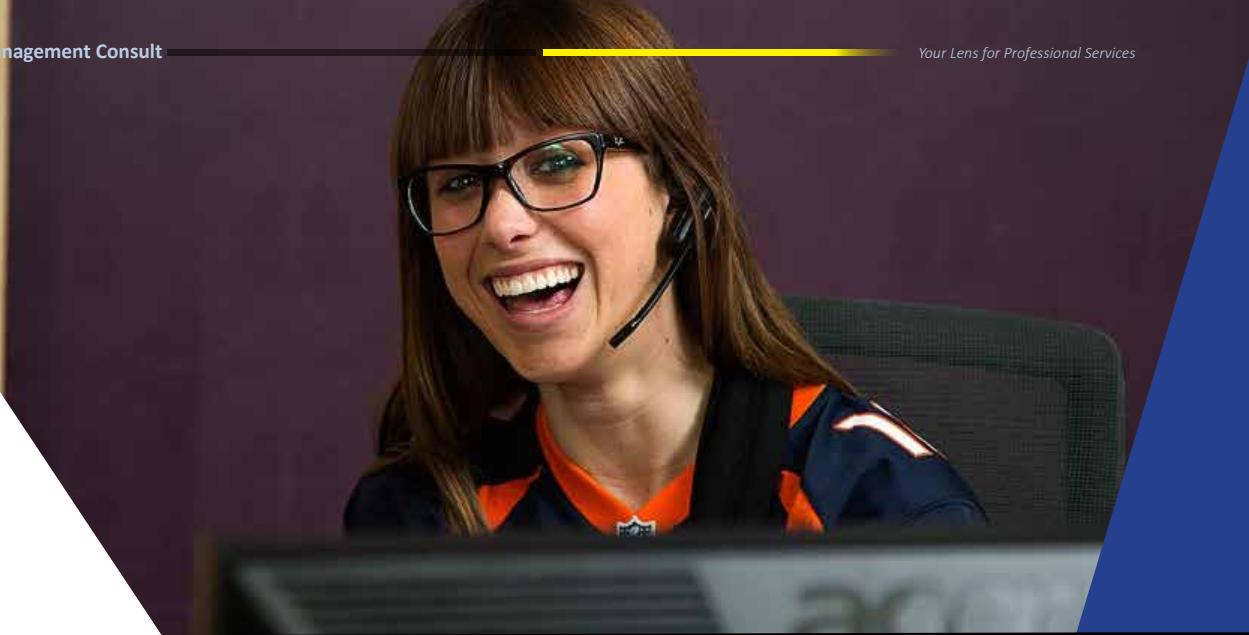
Strategy development is about setting specific goals and objectives and is the mechanism for drawing up a roadmap of ways to achieve them via action plans. The goals and objectives, when developed, can then be summarized into a mission statement and/or a vision statement. Every strategic plan should be capable of being changed in response to shifting market conditions and dynamics.

Our Strategy Development Services include;

- Existing strategy review
- New Strategy formulation
- Market Survey
- Competitive analysis
- Emerging customer trends
- Goal and Objective Setting

At Clear Focus Consult, we focus on helping you identify any pitfalls in your strategic plan, and to align your strategic plan to the day-to-day priorities and tasks that are needed to achieve your objectives and goals. The level at which a plan is written along with word selection and terminologies used in the plan are both examples of ways to fail in translating your strategic plan into an understandable and easily executable vehicle for success. Remember that however beautiful your strategy is, you should always look at the results.

- SWOT Analysis
- Strategic Planning
- Plan Implementation
- Five year planning
- Mission & Vision Statements
- Business Plan Writing
- Marketing and Brand Strategy



4. Management Information Systems (MIS)

Clear Focus' Management Information Systems (MIS) services help organizations, whether big, medium or small to realize maximum benefit from investments in personnel, equipment, and business processes. Businesses use information systems at all levels of operation to collect, process and store data. Our professionals aggregate and disseminate this data in the form of information needed to carry out the daily operations of business. Everyone who works in business, from someone who pays the bills to the person who makes employment decisions, uses information systems.

Clear Focus' MIS gap analysis performs the following tasks;

- Review client's strategic business objectives
- Translate strategic objectives to desired business processes
- Analyze current business processes and information flows
- Inventory the current information systems in support of the business processes
- Determine the qualitative effectiveness and value of the current systems in meeting business requirements
- Identify gaps in processes and/or application support
- Provide recommendations for closing gaps

5. Financial Management, Tax advisory, Audit and Record Keeping

Given today's wide ecosystem of expanding complexity, it's no wonder CEOs are demanding more from CFOs and the finance function to help with achieving competitive advantage. To succeed and thrive, CFOs need to drive and optimize global business strategy, leverage financial data and analytics to achieve profitable growth, capitalize on a dynamic regulatory environment, partner across all business functions, and strategically develop top talent. Our team of experts works with clients to align their finance organizations with the strategies and needs of their businesses to realize and sustain value over the long term.

Financial Management

Clear Focus' network of financial management professionals help support the growing agenda and increased responsibilities of the CFO by integrating innovative approaches and deep expertise to deliver real results. Aimed at helping to maximize the finance function's performance and increase its value to the business, our team provides a range of services to help organizations to become leaders in finance.

Enterprise Performance Management (EPM) and Analytics

EPM is the primary driver of the finance function's value contribution to the business. By integrating planning across all business domains and functions, and through delivery of enhanced performance reporting, analysis and insight across the enterprise,



organizations can anticipate and adapt to market conditions more swiftly and intelligently—ultimately empowering them to act decisively on what matters most.

Our EPM services include the following offerings:

- Cash & Working Capital Management
- Consolidations & Disclosure Management
- Costing & Profitability Analysis
- Integrated Planning (Business & Financial)
- Performance Reporting & Analysis

Finance Strategy and Transformation

Finance Strategy and Transformation helps a client to define the role of finance in driving the strategic business imperatives. It helps the CFO to clearly articulate its finance vision and strategy with a clear view into the key principles behind the future

operating model, a detailed road map of improvement efforts, required resources, and measurements for implementation.

It includes the following offerings:

- Finance Vision and Strategy
- Finance Business Partnering
- Target Operating Model and Organizational Design
- Finance Technology Transformation
- Finance Talent Management
- Finance Integration & Separation

- Efficient Finance Operations

An efficient finance function helps identify and deliver specific improvements in order to unlock value and resources thus freeing up time for improved decision support activities. It is founded on a robust platform of integrated operational and transactional finance activities.

These services include the following offerings:

Finance Process Optimization

Lean Finance

Finance Function Review & Benchmarking

Quality Close & Integrated Reporting

- Finance Shared Services & Outsourcing

Aimed at helping organizations improve agility, build business value, and reduce costs, Clear Focus' team of professionals provides a time-tested approach to metrics, controls, risk management contracts and pricing to determine how a shared services model can help advance and grow the business.

Services in this area include:

- Strategy
- Design

- Implementation
- Optimization

- Tax Advisory

One of the biggest challenges – and greatest areas of opportunity – for taxpayers is how to effectively manage local and foreign taxes in a way that aligns with overall business objectives and operations. Clear Focus advises companies on a broad range of domestic and foreign tax matters, including understanding their global effective tax rate, the tax impacts of business re-structuring and preparing for the impact of new and proposed regulations. Our team helps companies implement practical strategies to better manage taxes earnings and cash flows so they can focus on growing their businesses.

- Audit Services

Clear Focus Consult provides an effective Audit Program that can assess the soundness of your company's Records Information Management Program and is a critical component for assuring the credibility of the Program. An effective Audit Program demonstrates to your customers, your clients and the outside world that your organization takes its Records Information Management obligations seriously.

Through our audit programme, your company can ensure: internal policies and procedures are being followed, compliance with legal record keeping requirements, and the legal defensibility of the Records Information Management Program. Clear Focus Consult takes a risk-adjusted approach to development of the Audit Program to most efficiently

allocate resources to those areas which require the most focus (i.e. have the highest degree of risk) while enabling cost savings in areas where the organization has little exposure.

Our Audit Program is also highly recommended for ensuring the implementation of your organization's Legal Holds. Courts are clear that both organizations (and their legal counsel) must take affirmative actions to monitor compliance with Legal Holds so that all sources of discoverable information are identified and searched. Failure to do so can result in a variety of sanctions from monetary penalties to adjudication of the action adverse to the party failing to meet its obligations.

To assist organizations in designing an effective Audit Program, Clear Focus Consult can work with you to develop:

1. Audit Planning Templates to determine the objective of the audit, the scope, the method/process to be used in Records Information Management Program Audits.
2. Audit Assessment Tools, such as the Audit Checklist, for paper records, e-mail records, and records in unstructured electronic format.
3. Report Templates for audit outcome reporting.

In addition, if your organization determines that an outside audit of its Records Information Management Program is appropriate, Clear Focus Consult can perform an independent external audit through its Records Information Program Assessment.

- Record Keeping/ Management

The creation, management and disposition of the records which chronicle an organization's business activities add to the intrinsic worth of an organization. These records need to be managed within a structured framework to ensure they can be located when required.

Our records management services focus on the management framework, the people and the systems required to manage a comprehensive and accurate set of records in your organization. **These include:**

- Auditing the records management processes;
- Developing records management policies and procedures;
- Developing and implementing recordkeeping systems and associated tools;
- Ensuring staff are skilled; and
- Recordkeeping performance monitoring and review.



6. Business Research and Surveys

In order to better manage your company, it is important to obtain all the relevant data about your area of operation and analyze it. Business research often includes financial data, consumer feedback, product research and competitive analysis. Executives and managers who use business research methods are able to better understand their company, the position it holds in the market and how to improve that position.

At Clear Focus Consult, we are committed to helping your company grow and maintain competitiveness by offering the following business research services;

- Identifying Investments
- Finding Customers
- Analysing Consumers Behaviour
- Analysing Markets
- Developing Products and Services
- Evaluating Competitors

7. Marketing and Brand Strategy

At Clear Focus Consult, we have a team of industry experts with many years' experience in diverse areas having a strong reputation with clients. Our firm has the ability to integrate traditional marketing knowledge and know-how with the newest and most cutting-edge technology because our professionals are willing to think outside the box and do things in new and exciting ways.

At Clear Focus Consult, you can expect the following experience areas, under the umbrella of marketing consulting:

Customer insights and segmentation: Clear Focus consulting team takes a deep look at customer wants and behaviors using their signature approach, and then creates actionable segmentation.

Product and category management: Eliminate innovation barriers while increasing product development, all leading to a unique and customer-centric value proposition.

Pricing: Pricing is a significant challenge that Clear Focus Consult can help businesses solve.

Sales and channel effectiveness: Clear Focus Consult will partner with companies to look at customized solutions for the short-term, as well as identifying where strategic and long-term operational changes can be made.

Marketing and brand strategy: The goal of Clear Focus Consult's marketing consulting services is to engage companies while aligning their marketing strategies with their larger business objectives.

Customer experience: Customers require regular positive interactions, so Clear Focus Consult develops ways to ensure these interactions are occurring to drive growth.

Loyalty: Loyal customers are the key to maximizing profitability, and Clear Focus Consult works to nurture those potential loyal customers.

Go-to-market strategy: Working with Clear Focus Consult will allow you to develop robust go-to-market strategies, which will serve as that road between strategy and customer experience.

We strongly believe and approach our work with innovation and the constant creation and evolution of solutions that meet the needs of the contemporary customer. Our team always works toward the shared goal of creating a positive impact. We are always ready to answer your questions like;

How should I design and develop my website?

How should my business be branded?

How should I market my website and increase visitors/traffic?

What mobile presence is best for my business?



8. Work Place Safety and Health Advisory

Workplace injuries result in a drop in productivity. Even worse is the fact that organizations are increasingly being faced with legal suits from employees because of injuries incurred at the workplace.

At Clear Focus Consult we consider the health & safety of your company workforce, visitors, clients & the general public as first priority. We offer comprehensive solutions to control hazardous situations among our clients through adoption of elimination, substitution, administration and use of Personal Protective Equipment (PPE) methods.

We give comprehensive and up-to-date Instructions, appropriate supervision, Information and trainings aimed at acquainting the employees to the company's health and safety management system.

We offer an OSH Training to the standards of the International Labour Organization (ILO) after which we follow up with an outline of the Key Performance Indicators (KPIs) to health and safety committees such as;

- Zero Fatality
- Limited number at least less than a given number of hospital cases in a given month of business calendar
- Zero spillages to the environment
- Improved Workers' Competences
- Regular all workers' VCT for HIV/ AIDS exercises
- All workers vaccination of Hepatitis B, Tetanus and other communicable diseases

Clear Focus, therefore, puts in place an Environmental

Health and Safety (EHS) Management System and an Occupational Safety and Health (OSH) policy for your organization that broaden to cover aspects of the environment to ensure the protection of the employees, assets as well as the public from all forms of occupational hazards. The system is best accomplished through cooperation of the employees and other stakeholders through an effective safety and health program, which puts responsibility to each and every one to play their part.

We advise our clients on how to maintain an Insurance policy cover for Workers' Compensation to cater for unforeseen injuries and death arising from job related accidents as mandated by the Workmen's Compensation Act 2000. The same also applies to maintaining an Insurance cover for Public liability for compensation to third parties against accidental injuries while visiting your locations of operation and sites.

9. Risk Advisory and Management

Risk is inherent in everything we do. In business, as in our everyday lives, the way risk is managed is an integral part of success. The need for and importance of risk assessment and risk management is now widely regarded in successful commercial and public sector organisations.

Our Expertise

Our team includes some of the most experienced risk management professionals. They have developed, implemented and managed risk management programs for numerous corporate and public sector organisations in a variety of industries, including healthcare, mining, construction, major event, transportation, logistics and education.

Our Risk Management Services

Although most organisations have some form of corporate risk management process and procedures, these may not be organised and coordinated in the most efficient way. Effective risk management strategies are vital. Our Risk Advisory Services can assist you to improve your risk management infrastructure and capabilities by providing:

- Independent risk management reviews
- Risk management programme design and implementation
- Risk assessment and identification services
- Outsourced risk management services

You may require our services when;

- You are not aware of the material or significant risks facing your organization
- You do not follow a formal process to identify and quantify your risks
- You do not fully understand the risk controls or treatments currently in place, or monitor these controls to ensure compliance and effectiveness
- You primarily rely on your insurance program to cover all of your risks
- You do not have a dedicated risk manager or staff member with technical knowledge or experience in risk management
- You are conducting a major project and require a risk assessment
- You are not sure which of your risks are insured and which of your risks are uninsured
- You have not established your organisation's risk tolerance and risk appetite
- You are not sure if your risk management department is running efficiently or effectively
- You are not sure how your risk management processes and procedures compare to other equivalent organisations, or against benchmark standards or guidelines.

10. OUR CLIENTS

We have a broad spectrum of clients across all sectors within the east African region. We serve both small and established businesses. Some of the clients we have recently provided our services to include (but not limited to);



OUR CONTACTS

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