



FUTURE OPTIONS

consulting for future

Human Resources and Management Consultancy

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ABOUT FUTURE OPTIONS



Future Options Consulting Limited is a leading Human Resources and Management Consultancy Firm based in Uganda. Future Options was launched in 2006 with a mission to enable their customers grow and excel in their business and professional life.

Our Approach

- **Multi-disciplinary Approach**
We adopt a multi-disciplinary approach to consultancy. Our consultants possess multi-sectoral experience that enables us to offer cutting edge solutions to our clients in diverse industries and sectors.
- **Process Hygiene**
Our activities and work methods are process driven and are subject to quality controls. We respect the timelines and keep the customers advised of the progress of the assignments.
- **Customer Focus**
We focus on the best interests of our customers. We strive to enhance organizational effectiveness and efficiency of client organizations.
- **Professionalized Services**
We recognize, respect and admire the hard-earned expertise of client organizations and other stakeholders through professional relationships. We maintain the highest levels of confidentiality of information entrusted to us.
- **Innovative Solutions**
We use modern and scientific methods and tools to achieve effectiveness and efficiency. We explore the possibilities that technology can provide and strive to find unique solutions to address clients' needs

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Our Expertise



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Sourcing Solutions



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- **Executive Recruitment**
Our Executive Recruitment Division is focused on sourcing top-notch professionals for middle and senior management positions. We recognize how important it is for our clients to get the right person for the job and on time. All our recruitment solutions are designed to cater for this need.
- **Headhunting**
Our headhunting services enable you to reach out to the rare talent so critical for the success of your organization. We network continuously, establish and nurture relationships with quality candidates keeping in mind the unique requirements of each position, and enrich our database on a continuous basis.
- **Advertised Search**
The advertised search offers the benefits wide reach, equal opportunity for all interested candidates to apply. This ensures principles of inclusiveness and transparency in the recruitment process.
- **E-recruitment**
We offer online recruitment solutions attracting quality candidates, facilitating ease of application and shortlisting processes.

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HR Outsourcing



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We outsource human resources to the key sectors such as oil, power, manufacturing, and NGOs. Our outsourcing solutions cover all jobs at different organizational levels. We identify suitable candidates in line with the client requirements and absorb them as our employees. Our focus is on employee performance, quality, compliance and risk management.

We take over the entire employment-related responsibilities including; recruitment, deployment, performance management, payroll, and benefits administration, industrial relations issues, and the attached risks. Our HR outsourcing solutions can be structured to meet your particular requirements

Payroll Management

We offer payroll management services ensuring efficiency, accuracy, timeliness, compliance and confidentiality. Our payroll management systems are designed to meet the specific needs of each client.

Assessments



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Psychometric Testing

Our Psychometric Tests assists in identifying and assessing the dominant personality traits that influence the competencies essential for successful performance of each job. Such personality tests also allow you to identify candidates' innate aptitudes with reference to a jobs and potential career.

Big Five Profile: Identifies an individual's foremost personality traits according to the fundamental personality dimensions of the Big Five model.

Personality Inventory for Professionals: Assesses twenty one work related competencies that play a crucial role in job performance.

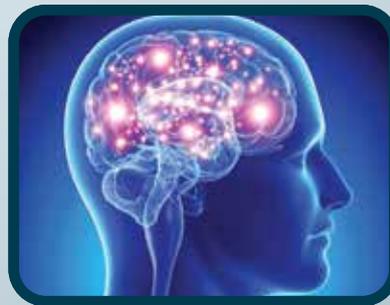
Management Style Inventory: Assesses a candidate's competencies and aptitudes for leadership and identifies their management styles.

Occupational Interest Inventory: Provides an in-depth analysis of candidates' professional aptitudes and motivation based on the RIASEC model.

Emotional Intelligence: Assesses the ability to perceive, understand, and manage one's own emotions and those of others.

Aptitude Tests

We conduct aptitude tests to evaluate the talent, ability and potential to perform a certain task, with no prior knowledge or training.



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Training and Development



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We design, develop and deliver training and learning solutions for staff from frontline executives to senior management and Board. We follow a flexible but value added approach of training. We maintain a Panel of Trainers with experience and expertise in a wide range of subject areas in different sectors.

Training Needs Analysis

We conduct a training needs analysis and identify the competency gaps. Training programmes are then developed such that the identified competency gaps are addressed and employee performance is maximised.

Corporate Training

We conduct training sessions tailored to the needs of the individual organizations. Our corporate training programmes offered include the following:

Corporate Training Programmes		
Performance Management	Marketing & Sales	Project Management
Leadership	Supervisory Skills	Customer Service
Accounting & Finance	Team Building	Change Management
Time Management	Resilience Training	Career Planning
Stress & Conflict Management	Management Development	Career Development

Sponsored Training

We conduct sponsored training where delegates from different organizations are invited to participate in a typical training session.

Performance Management



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We design and review performance management systems, advise on the performance improvement measures and implement the same. We help create Performance focused organizations with focus on SMART goal setting, effective performance monitoring and transparent performance appraisals. We support the performance management systems based on management by objectives, balanced scorecard and competency-based approaches.

Effective performance management increases employee satisfaction levels and improves organizational performance.

Human Resource Audit

HR Audit will determine the skills and competencies of the existing staff and match them with the competencies required for each position. Findings of the HR Audit will help in developing an appropriate training plan for staff to augment the skill set in line with the organizational needs.

Compliance Audit

The compliance audit identifies the gaps in compliance with the law and internal policies enabling the organizations to take appropriate actions to address them.

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Talent Management



We support you to identify critical future job roles, and work backwards to identify the skills they will require. We follow a wider talent mapping and management process of both internal and external candidates such that you are able to build a robust talent pipeline for your future growth.



Strategic Plans and Business Plans



We use a conceptually sound and participatory approaches for the development of strategic plans. A typical process includes a review of the fundamental factors, the performance of the previous plans, analysis of the internal and external environment, SWOT analysis, stakeholder analysis and development of strategic options and determination of strategic choices. Therefore, appropriate implementation, monitoring and evaluation plans are developed

We prepare comprehensive, clear and detailed business plans. We conduct a realistic forecast of market demand, customer base, competition and economic condition.

Organizational Development



Our organisational development interventions will be based on the specific needs of the client. We carry out a situational analysis, review the existing systems, develop new systems and advise client organizations on the time-bound implementation.

Organisational Capacity and Efficiency Assessment

Organizational efficiency is influenced by the external factors, the motivational factors, and the organizational capacity. In order to implement the plans and programs efficiently and effectively, an appropriate organizational structure, systems, policies, human resources, financial resources, etc. are essential. We conduct Organizational Capacity Assessments and make recommendations. We carry out a comprehensive analysis of the influencing factors and make recommendations.

Organizational Design and Systems

Organizational Design

We work with the Board and Management of the client organizations to develop an efficient and effective organizational structure. Situational analysis and functional analysis are key stages in the process of organizational design.

Development of Systems and Policies

We develop and review organizational systems and policies and develop manuals. These policies and manuals may range from Board policies and Board Charter to human resources, finance and administration, operations or programming.

Job Analysis

Job analysis facilitates the clear definition of the purpose and key responsibilities and accountabilities of any position in the organizational structure. It enables the scientific assessment of job design and job contents in an organization, and this is key in ensuring maximization of employee performance, aligning the individual staff goals to the overall organizational objectives.

HR Planning

Effective HR planning will ensure not only the availability of optimum resources to implement strategies and plans but also ensure efficiency and economy. HR planning is carried out by estimating the current and future requirements and ensure that they are consistent with the organizational strategy and plans.

Reward Management



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Our reward management services are targeted at ensuring that our clients' remuneration structures are externally competitive and internally equitable. We offer tailor made reward management solutions in line with the client's desired positioning in the market.

Salary and Benefits Survey

It is important to have a clear understanding of the remuneration levels in the market for determining the positioning of your Organization. We conduct Salary and Benefits Surveys to provide you with the information necessary to develop an up-to-date reward management system.

Job Evaluation

A job evaluation and grading exercise provides a measure of the relative worth of a job within the organization. This provides for the internal equity aspect of reward management which assesses whether each job is remunerated equitably compared to the other jobs within the organization.

Determination of the internal equity will require an analysis of the input, process, and output of each position in the organization. We use time-tested and well-recognized job evaluation and grading methodologies such as Paterson System. We offer both web-based and offline solutions.

Monitoring Evaluation

We carry out programme and project evaluation to assess the extent which projects are achieving intended objectives. We focus on effectiveness, relevance, efficiency, impact and sustainability of the project.