

Additionally, the department will take you through all stages of the development of your research project. These include:

- The design of data collection methods
- The design of instruments, such as questionnaires
- Processing
- Analysis
- Reporting procedures

HOW DO YOU BENEFIT FROM OUR CONSULTANCY SERVICES?

The JEF intervention in your business will result in:

Access to:

- Cost effective and affordable solutions to varied business challenges
- Tested and practical solutions to your specific business development needs and HR and IR problems
- A more efficient use of resources
- An improved capacity to identify and take advantage of opportunities
- An enhanced ability to manage costs more effectively
- Improved planning skills
- Policy proposals that reflect best practices, industry standards, and legal requirements
- Solutions that incorporate the concerns and well-being of your staff
- Increased productivity and industrial harmony, as well as a healthier and safer workplace
- An ongoing relationship with the JEF and our service offerings.

REMEMBER: Our services are designed with you in mind and take into consideration:

- Your views, concerns and desire to create a high performance work team and a world-class organization
- Your desire to succeed in a global and competitive business environment
- The wellness of your organization and its environs
- Your desire to attract and retain competent employees
- Your desire to secure a return on your investment
- Our shared desire for you to become an "Employer of Choice".



JEF

CONTACT US!

For more information on this JEF Department and rates at which you can access our services, contact:

The Secretariat. The Jamaica Employers' Federation

2A Ruthven Road, Kingston 10

Tel: (876) 926-6762, 926-5524, 926-6908 & 906-8370. Fax: (876) 968-4576

E-mail: jef@cwjamaica.com Website: www.jamaicaemployers.com

JEF
THE JAMAICA EMPLOYERS'
FEDERATION

“ A total of six units within the JEF provide a range of consultancy services to our clientele. The excellent synergy that exists among these various departments means that the quality and impact of the services we provide individually and collectively is enhanced considerably ...”

Spotlighting
JEF'S
CONSULTANCY
SERVICES

JEJ's range of Consultancy Services are designed to help you overcome a variety of challenges and to begin charting a path toward business success, if you have needs in respect of any of the following areas:

- Enterprise & Business Development
- Learning & HRD Support
- Labour Relations and Industrial Disputes
- Institutional Support & Policy Development
- Occupational Health & Safety
- Research

1. BUSINESS CONSULTANCY SERVICES

Clients who use our business consultancy services include those who are challenged in terms of interfacing with government agencies, accessing information about required government approvals, controlling their receivables, choosing the right financing options for their business, properly pricing and costing the services that they offer, or reaching their customers effectively.

Our Enterprise and Business Development Unit has the expertise to:

- Evaluate your business and provide you with a written report
- Discuss with you your particular business problem(s)
- Recommend practical solutions – both verbally and in report format – that work!
- Collaborate with other relevant departments with the JEF to help you implement the solutions we recommend

2. LEARNING & HRD SERVICES

The roster of HRD Consultancy Services we offer through this department includes provision of data and advice on:

- HRD Policies & Practices
- Recruitment & Selection
- Performance Management Systems
- HR Information Systems
- Measurement of Training – Return On Investment

Put our HRD Consultancy services to work for you. We'll contact your organization to ascertain your HRD consultancy needs, make an appointment for you to visit our offices or for us to come to yours and then appoint a HRD consultant to work with you and your organization for the duration of the consultancy!

3. TRAINING/LEARNING

Your organization can access several LEARNING opportunities for your management and staff under the following learning tracks:

- Human Resource Development
- Management Development
- Supervisory Management
- Staff Development
- Labour Relations
- Occupational Safety & Health
- Enterprise & Business Development
- Customized Training

4. INSTITUTIONAL SUPPORT & POLICY DEVELOPMENT SERVICES

JEF helps clients resolve any issue relating to Policy Development, the Labour Laws, Disciplinary Procedures, Conflict Management, Employment Contracts, Wages and Benefits Administration, Industrial Safety or any other matter that may be affecting relations at the workplace. Our consultancy services are offered under two headings:

a) **General Consultancy Service Offerings** – dealing largely with those workplace challenges which require an investigative approach in arriving at solutions. For such needs, our Consultancy Service is offered at a concessionary and affordable rate to our members and clients.

b) **Consultancies on Policy Development** – facilitating a review of your policies, whether they support your strategic objectives, whether your employees are aware of them, etc. Our Consultancy Service offerings in this area include:

- Policy Development & Implementation
- Policy Update & Implementation
- Employee Handbook Creation and/or Update
- Customized Training Development & Presentation
- Customized Policy Design in respect of areas such as:
 - i. Communication
 - ii. Loans,
 - iii. Motor vehicles

5. LABOUR RELATIONS AND INDUSTRIAL DISPUTES

Our consultancies on Labour Relations & Industrial Disputes are designed to strengthen the ability of employers to optimize competitiveness and workplace harmony. JEF's free advisory service to our members is therefore complemented by a Consultancy Service on extended labour and industrial relations issues.

Those services include:

- Direct Representation at the bargaining table
- Claims Analysis and Wage costing
- Wage Talks Facilitation
- Preparation of Labour Agreements
- Development and implementation of Disciplinary Procedure
- Third Party Representation
- Grievance Handling – case presentation
- Disciplinary Correspondence

6. OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT

In the area of Occupational Safety, Health & Environment Consultancy, here's what we can do to help you make safety a way of life at your firm. We:

- Plan and conduct Customized and General OSH Training – in-house at JEF or at the client site
- Prepare and Present Management Workshops
- Assist in OSH Policy Development and implementation
- Offer guidance toward Compliance with Safety Standards
- Manage Disasters
- Investigate Accidents
- Conduct Safety & Environment Audits and Inspection
- Prepare Safety Handbooks
- Develop and post Safety Signs
- Prepare and Induct a Safety Health Committee for your organization

7. RESEARCH

Our Research & Development Cooperation (RDC) Department provides exemplary research and publications services to JEF and its various levels of clients including:

- Marketing Studies
- Socio-Economic Studies
- Psycho-Social Studies, such as attitude and opinion surveys
- Internal and External Institutional Evaluations
- Wages and Salaries Studies
- Other customized research to suit your requirements