

Achievo Limited Service Catalogue

A comprehensive catalogue of professional services, workforce solutions, compliance support, and client enablement offerings

1. Executive Overview

Achievo Limited is positioned as a client-focused services organization supporting organizations and individuals through structured workforce solutions, career development support, compliance-aligned operations, risk management advisory, and practical business enablement. This service catalogue presents a clear, client-ready view of Achievo Limited's capabilities and is designed for use in proposals, onboarding discussions, website content, and business development engagements.

The catalogue has been developed for a preliminary web application environment and can be refined as Achievo Limited confirms final service names, pricing models, delivery locations, sector priorities, and case studies.

2. About Achievo Limited

Achievo Limited serves clients that require dependable execution, responsive support, and measurable outcomes. Publicly available business directory information associates Achievo Limited with education and career consultancy services in Nairobi, while recruitment industry profiles describe staffing, compliance, risk management, and loss control capabilities. This catalogue therefore frames the company's services around practical workforce, career, compliance, training, and business support solutions.

2.1 Brand Promise

We make it happen. Achievo Limited helps clients move from need to execution by combining structured processes, qualified personnel, compliance awareness, and ongoing client support.

2.2 Catalogue Objectives

- Clarify Achievo Limited's service portfolio for prospects, partners, and internal teams.
- Present service categories in a format suitable for website publication and proposal development.
- Support consistent communication of scope, deliverables, and client benefits.

- Provide a foundation for pricing, service-level agreements, and account management documentation.

3. Service Portfolio Summary

Service Category	Primary Clients	Core Outcomes
Recruitment and Staffing Solutions	Employers, project teams, SMEs, institutions	Qualified talent, faster hiring, reduced recruitment burden
Career and Education Consultancy	Students, graduates, job seekers, professionals	Career clarity, application readiness, employability improvement
Compliance and Risk Management	Organizations managing workforce or operational risk	Risk reduction, compliance alignment, stronger controls
Training and Capacity Building	Employers, teams, individuals	Improved skills, workplace readiness, measurable learning outcomes
Loss Control and Operational Advisory	Businesses, facilities, service operations	Asset protection, process discipline, reduced avoidable losses
Business Support and Client Enablement	Entrepreneurs, SMEs, growing teams	Improved documentation, stronger processes, execution support

4. Recruitment and Staffing Solutions

Achievo Limited supports employers by identifying, screening, and coordinating suitable candidates for permanent, temporary, project-based, and outsourced workforce requirements. The service is designed to reduce hiring delays while helping clients access dependable talent aligned to role requirements and workplace expectations.

4.1 Core Offerings

- **Permanent recruitment:** End-to-end sourcing, screening, shortlisting, interview coordination, and placement support.
- **Temporary staffing:** Short-term workforce support for seasonal demand, projects, events, and operational cover.

- **Project staffing:** Rapid deployment of personnel for fixed-duration assignments, field operations, and client-specific initiatives.
- **Outsourced workforce coordination:** Administrative support for deployed workers, attendance tracking, client communication, and issue escalation.
- **Candidate database management:** Maintenance of qualified candidate pools for recurring client needs.

4.2 Deliverables

- Role brief and hiring requirements matrix.
- Candidate sourcing plan and screening criteria.
- Shortlisted candidate profiles.
- Interview coordination schedule.
- Reference-check summary where applicable.
- Placement confirmation and onboarding support checklist.

5. Career and Education Consultancy

Achievo Limited provides practical guidance for individuals seeking education pathways, career direction, employability improvement, and job application readiness. This service family is suitable for students, graduates, early-career professionals, job seekers, and workers seeking transitions into new roles or industries.

5.1 Core Offerings

- **Career counselling:** Structured conversations to clarify goals, strengths, role interests, and development priorities.
- **CV and profile development:** Preparation and improvement of CVs, professional summaries, and application profiles.
- **Interview readiness:** Coaching on common interview questions, presentation, confidence, and employer expectations.
- **Job search strategy:** Guidance on opportunity identification, application tracking, networking, and follow-up discipline.
- **Education pathway advisory:** Support in evaluating courses, institutions, skills requirements, and career alignment.

6. Compliance and Risk Management Services

Achievo Limited assists clients in strengthening workforce-related compliance, operational controls, and risk awareness. These services help organizations identify exposure areas,

document basic controls, and build practical processes that support accountability and reliable service delivery.

6.1 Core Offerings

- **Compliance review:** Assessment of client processes against agreed policies, documentation, and operational expectations.
- **Risk mapping:** Identification of key people, process, asset, and service delivery risks.
- **Control improvement plans:** Practical recommendations for reducing preventable errors, gaps, and exposure.
- **Workforce compliance support:** Assistance with attendance, conduct expectations, documentation, induction, and reporting processes.
- **Incident documentation support:** Templates and guidance for recording workplace incidents, exceptions, and corrective actions.

7. Training and Capacity Building

Achievo Limited develops and delivers practical training programmes that improve workplace readiness, team performance, compliance awareness, customer service, and employability. Training can be customized for individuals, groups, institutions, and client workforces.

7.1 Training Modules

- Workplace readiness and professional conduct.
- Customer service and client communication.
- Basic compliance and risk awareness.
- Interview preparation and employability skills.
- Supervisory skills for team leads.
- Attendance, reporting, and performance discipline.
- Loss prevention and asset care awareness.

8. Loss Control and Operational Advisory

Loss control services help clients reduce preventable losses arising from poor procedures, weak supervision, inadequate records, asset misuse, errors, and avoidable operational gaps. Achievo Limited can support clients by reviewing current practices and recommending practical improvements that are realistic for day-to-day operations.

8.1 Core Offerings

- Operational risk walk-throughs and gap identification.
- Asset handling and accountability process review.
- Workforce attendance and deployment control review.
- Incident trend analysis and corrective action planning.
- Basic standard operating procedure development.
- Supervisor briefing and frontline awareness sessions.

9. Business Support and Client Enablement

Achievo Limited can support entrepreneurs, SMEs, and growing organizations with practical business documentation and execution support. This service family is designed for clients that need structure, clarity, and operational discipline but may not yet have large internal administrative teams.

9.1 Core Offerings

- Client onboarding documentation.
- Service proposal drafting and formatting.
- Process documentation and workflow mapping.
- Basic policy and procedure templates.
- Reporting templates and operational dashboards.
- Administrative coordination for service delivery teams.

10. Sector-Focused Service Packages

Achievo Limited can package services for specific sectors where workforce quality, compliance, supervision, and operational reliability are critical. The following packages can be adapted based on client demand and confirmed market priorities.

Package	Suitable For	Typical Services Included
Employer Hiring Support Package	SMEs, institutions, service companies	Role briefing, candidate sourcing, screening, interview coordination, placement support
Graduate Employability Package	Students and recent graduates	Career counselling, CV development, interview coaching, job search planning

Compliance Readiness Package	Organizations with field or deployed teams	Compliance review, risk mapping, documentation templates, training briefing
Operational Control Package	Facilities, service operations, asset-heavy businesses	Loss control review, incident reporting, process improvement, supervisor awareness
Training and Workforce Readiness Package	Employers and training institutions	Customized training modules, attendance records, learner feedback, completion summary

11. Service Delivery Methodology

Achievo Limited's delivery methodology should remain simple, transparent, and repeatable. Each assignment can be managed through five stages: discovery, planning, execution, reporting, and continuous improvement.

1. **Discovery:** Understand the client's needs, constraints, timelines, and success criteria.
2. **Planning:** Define scope, deliverables, responsibilities, risks, and communication channels.
3. **Execution:** Deliver the agreed service using documented processes and responsible team coordination.
4. **Reporting:** Provide concise progress updates, outputs, findings, and recommendations.
5. **Improvement:** Review lessons learned and agree refinements for ongoing service quality.

12. Quality Assurance and Service Standards

Quality assurance is essential for building trust with clients and maintaining consistency across services. Achievo Limited should apply practical controls that are easy to monitor and explain.

- Clear scope confirmation before work begins.
- Defined service owner or account contact for each assignment.
- Documented client requirements and agreed timelines.
- Candidate, learner, or client information handled with confidentiality.
- Standard templates for reports, shortlists, attendance, and feedback.
- Regular client check-ins for active assignments.

- Post-engagement review for improvement opportunities.

13. Client Engagement Process

The client engagement process should give prospects confidence that Achievo Limited understands their needs and can provide a professional response from first contact through delivery.

Step	Client Action	Achievo Limited Response
1. Enquiry	Client submits request or contacts the team.	Initial acknowledgement and information request.
2. Needs Assessment	Client shares objectives, timelines, and constraints.	Scope clarification and service recommendation.
3. Proposal	Client reviews scope, deliverables, timeline, and commercial terms.	Formal proposal or quotation issued.
4. Confirmation	Client approves engagement and provides required information.	Work plan, responsible contacts, and kickoff schedule confirmed.
5. Delivery	Client participates in agreed reviews and approvals.	Service delivered with updates and documented outputs.
6. Closure	Client provides feedback and confirms acceptance.	Completion report, recommendations, and next-step options shared.

14. Website Catalogue Content Blocks

The following content blocks can be adapted directly for the Achievo Limited web application. They are written in concise website-ready language.

14.1 Homepage Services Intro

Achievo Limited provides practical recruitment, career consultancy, compliance, training, and operational support services for clients who need reliable execution and measurable results. Whether you are hiring talent, preparing for employment, strengthening compliance, or improving operations, our team helps you move forward with confidence.

14.2 Call-to-Action Statements

- Need reliable staff for your organization? Talk to Achievo Limited today.
- Ready to improve your career prospects? Book a career consultation.
- Want stronger compliance and operational controls? Request a service assessment.
- Looking for practical workplace training? Let us design a programme for your team.

15. Recommended Next Steps

- Confirm Achievo Limited's final approved service categories and preferred terminology.
- Add verified company contact information, office location, and operating hours.
- Define pricing models for each service family, including consultation fees, placement fees, retainers, and project rates.
- Prepare two to three short case studies or client success stories for credibility.
- Convert the website content blocks into web pages, downloadable brochures, and proposal templates.
- Review all claims for accuracy before publishing on the web application.