

COMPANY PROFILE

AMC | GROUP
AFRICA



WHO WE ARE

AMC Group Africa Limited (AMC) is a leading ISO 9001: 2015 certified management training and consultancy firm since 2008.

We specialize in providing training, offering ERP automation services (Odoo), consultancy, systems audit and research services in accordance with various national and international standards.

Our driving force is to positively impact public and private sector entities in their management systems and operations.

We prioritize deliverables and put in place systems that ensure management decisions are in line with customer expectations.

WE ARE FULLY COMPLIANT

AMC Group Africa Limited is in full compliance with all government & regulatory requirements and maintains registration and membership with the following regulatory and professional bodies:

- National Industrial Training Authority (NITA)
- National Environmental Management Authority (NEMA)
- Directorate of Occupational Safety and Health (DOSHS)
- Environmental Institute of Kenya (EIK)
- National Quality Institute (NQI) under Kenya Bureau of Standards
- Kenya Private Sector Alliance (KEPSA)
- Professional Trainers Association of Kenya (PTAK)



EXPERTISE

Our strength is underpinned by a team of industry leading experts and a wealth of knowledge garnered from practical experience and process improvement.

1



2

TRAINING

Our training is result oriented and guided entirely by the latest standards and applicable rules for effective legal and ethical compliance at every stage of service delivery.

OUR STRENGTHS

RESEARCH

Our continuous research and improvement in the field of sustainable development and business planning has given us insight into how organizations of various sizes can meet their customer success goals.

3



4

CREATIVITY

Our creative problem-solving techniques have been tested by various management styles and organizational structures, and have demonstrated a positive effect on ideation and workflow across departments.



OUR VISION

“

To be a **globally recognized leader** in international management systems training and organizational development.

”





OUR MISSION

“To provide quality management solutions that **empower business entities and non-profit organizations** with the tools they need to achieve world-class results. //”



OUR CORE VALUES



INTEGRITY



PROFESSIONALISM



CUSTOMER FOCUS



EFFICIENCY



INNOVATION



OUR SERVICES



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TRAINING

Management Training Services for Organizations

Resilience

- Occupational Safety & Health
- Fire Safety
- Food Safety & Personal Hygiene
- First Aid

Environment

- Disaster Risk Management
- Integrated Waste Management

Improvement

- Process Design
- Problem Solving
- ERP Automation/ services/ products
- Customer Service
- Product Positioning

Leadership

- Team Building
- Integrity & Work Ethics
- Leadership & Good Governance
- Pre-retirement and Pension Planning
- Succession Planning
- Human Capital Transformation
- Women in Leadership
- Behavioral Change

Continuity

- Risk Management
- Change Management
- Conflict Management
- Relationship Management
- Process Management
- Performance Management
- Strategic Management
- Records Management
- Stakeholder Communication Management

Workflow

- Gemba Kaizen
- Six Sigma
- Lean
- Agile
- Waterfall



STANDARDS

International Organization for Standardization (ISO) Training and Certification Services for Organizations of all Sizes

ISO Management System Standards (MSS)

- ISO 9001 : Quality Management Systems
- ISO 10002 : Customer Satisfaction & Complaints Handling
- ISO 14001 : Environmental Management Systems
- ISO 22000 : Food Safety Management Systems
- ISO 22000 : Food Safety System Certification
- ISO 27001 : Information Security Management Systems
- Data Protection
- ISO 31000 : Risk Management
- ISO 37001 : Anti-Bribery Management Systems
- ISO 45001 : Occupational Health & Safety Management Systems
- ISO 46001 : Water Efficiency Management Systems
- ISO 50001 : Energy Management Systems

ISO Industry Standards

- ISO 15189 : Medical Laboratories
- ISO 13485 : Medical Device Standards
- ISO 13528 : Proficiency Testing by Inter laboratory Comparisons
- ISO/IEC 17025 : Testing & Calibration Laboratories
- ISO 24518 : Crisis Management of Water Utilities
- ISO 21001 : Management Systems for Educational Organizations

ISO Implementation Standards

- ISO 19011 : Auditing Management Systems
- ISO/TR 10013 : Documentation
- ISO 17043 : Conformity Assessment

CONSULTANCY

Business and Finance Consultancy Services for SMEs and Large Enterprises

Strategy Development

- Business Plan Development
- Business Plan Review
- Project Plan Development
- Project Plan Review
- Strategic Plan Development
- Strategic Plan Review

Policy Development

- HR Policy Development
- HR Policy Review
- PR Policy Development
- PR Policy Review
- Training Policy Development
- Training Policy Review
- Gender Policy Development
- Gender Policy Review
- Data Policy Development
- Data Policy Review

Process Development

- Data Collection & Reporting
- Balanced Scorecard
- Procurement Process Optimization
- Budgeting & Cost Control
- Financial Modeling
- Root Cause Analysis
- Resource Mobilization



AUDITS

Audit & Assessment Services based on National and International Quality & Compliance Standards

Compliance

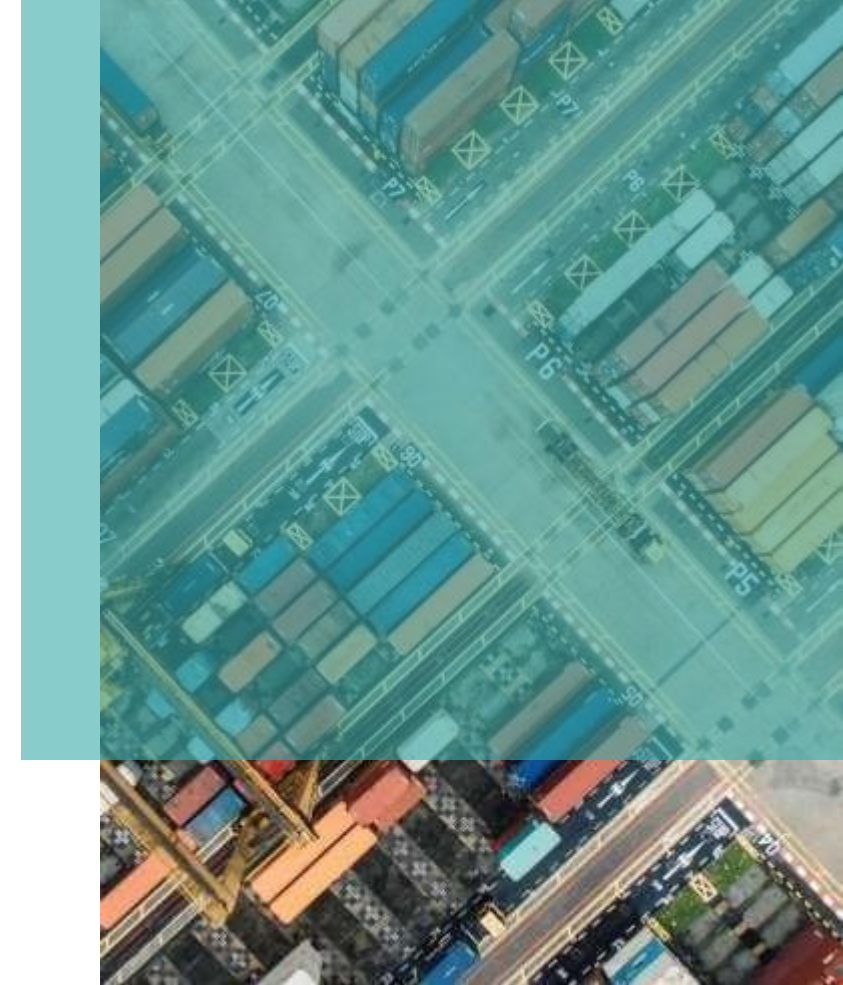
- Management System Audit
- Environmental Impact Assessment
- Environmental Audit
- Occupational Health and Safety Audit
- Fire Safety Audit
- Financial Audit
- Tax Audit

Competency

- Human Resource (HR) Audit
- Training Needs Assessment

Technical

- Information Security Audit
- Vulnerability Assessment
- Data Protection Audit
- Website SEO Audit
- Website Usability Audit



SOFTWARE

*Enterprise Software Development
and Enterprise Digital Design &
Marketing Technology Services*

Enterprise Resource Planning (ODOO)

- Client Relationship Management (CRM)
- Human Resource Management (HRM)
- Quality Management System (QMS)
- Inventory Management
- Asset Management
- Document Management
- Contracts Management
- Bookkeeping & Accounting
- Board Management

Digital Design

- Graphic Design
- Print Design
- Website Design & Development
- Website Audit
- Mobile App Design & Development
- Mobile App Audit

Digital Marketing

- Social Media Marketing
- Search Engine Marketing
- Newsletter Marketing
- SMS Marketing (Bulk SMS)

CERTIFICATIONS

Individual Training and Certification Services For Managers and Auditors

** Group Discounts Available*

ISO Standards Manager

- ISO 9001 - Quality Management Systems (QMS) - Lead Implementer
- ISO 9001 - Quality Management Systems (QMS) - Lead Auditor
- ISO 13053 - Lean Six Sigma Yellow / Green / Black Belt (CLSSYB)
- ISO 14001 - Environmental Management Systems (EMS) - Lead Implementer
- ISO 14001 - Environmental Management Systems (EMS) - Lead Auditor
- ISO 21001 - Educational Management System (EDMS) - Lead Implementer
- ISO 21001 - Educational Management System (EDMS) - Lead Auditor
- ISO 21502 - Project Management - Project Manager
- ISO 22000 - Food Safety Management (FSM) - Lead Auditor
- ISO 22000 - Food Safety System Certification (FSSC) - Lead Implementer
- ISO 22000 - Food Safety System Certification (FSSC) - Lead Auditor
- ISO 22301 - Business Continuity Management System - Lead Implementer
- ISO 22301 - Business Continuity Management System - Lead Auditor
- ISO 26000 - Social Responsibility - Corporate Social Responsibility (CSR) Manager
- ISO 27001 - Information Security Management Systems (ISMS) - Lead Implementer
- ISO 27001 - Information Security Management Systems (ISMS) - Lead Auditor
- ISO 31000 - Risk Management - Risk Manager
- ISO 45001 - Occupational Health & Safety (OHS) - Lead Implementer
- ISO 45001 - Occupational Health & Safety (OHS) - Lead Auditor

Visit www.amcgroup.africa for an expanded list of certifications



SURVEYS

Professional Surveys for Organization Planning and Development

Internal Surveys

- Employee Satisfaction
- Work Environment
- Gender Mainstreaming
- Gender Based Violence (GBV)
- Alcohol & Drug Abuse
- Exit Survey

External Surveys

- Customer Satisfaction
- Noise Survey
- Air Quality Survey
- Baseline Survey

Global Partnerships

Certification Partners

We are official training and certification partners with the following:

1. Professional Evaluation and Certification Board (PECB).
2. Bluestar Management Systems (BMS).

We are therefore a global provider of training, examination, and certification services with expertise on multiple fields, including: Information Security, Privacy and Data Protection, Business Continuity, Quality and Service Management, Food Safety Management, Food Safety Security, Risk Management, Health and Safety, and Sustainability.

We are committed to helping professionals that wish to achieve excellence in their fields of expertise by providing them with valuable continuous professional development, education, evaluation, and certification against internationally recognized standards.



Leadership Program

COMING SOON

Keleza Leaders Program

We are spearheading professional management training in Africa with our upcoming KELEZA™ leaders program.

The Keleza Leaders program gives management professionals the opportunity to obtain ISO certified management certifications and fulfil their annual continuous professional development requirements through online self-study, and convenient online workshops hosted year-round.

Management professionals will be able to take any course and sit for an online exam, at any time from a continually expanding online library of professional courses, allowing them to obtain coveted management certifications at a convenient pace, such as ISO 9001 QMS Lead Implementer, ISO 27001 Information Security Auditor, ISO 31000 Risk Manager, ISO 22000 Food Safety Management Lead Auditor and ISO 22000 Food Safety System Certification Implementer and Lead Auditor.

Visit www.amcgroup.africa for more information.



Our Events

Free Online Workshops

We host a suite of online workshops suitable for organizations of any size, that serve as introductory primers for popular ISO Standards and related surveys, audits and personnel trainings.

We recommend that mid-level and top-level managers attend these free workshops to assess the viability of the training for their organization, and conduct project mapping while integrating effective cost reduction strategies.

Visit www.amcgroup.africa for more information, including the latest version of our event calendar.



Industries We Serve

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Our Clientele

Education

- Bukura Agricultural College
- The Catholic University of Eastern Africa
- East Africa school of Aviation
- Embu University College
- Gusii Technical Training Institute
- Jaramogi Oginga Odinga University of Science and Technology
- Jomo Kenyatta University of Agriculture and Technology (JKUAT)
- Masinde Muliro University of Science and Technology
- Kabianga University
- Karatina University College
- Ekerubo Gietai Technical Training Institute
- Kenya School of Aviation
- Kenya Technical Teachers College
- Keroka Technical Training Institute
- Kibabii Diploma Teachers' Training College
- Kibabii University
- Masai Technical Training Institute
- Meru University of Science and Technology (MUST)
- Moi Teaching and Referral Hospital (MTRH)
- Mount Kenya University
- Muranga College of Technology (MCT)
- North Eastern Province Technical Training Institute (NEPTTI)
- Nkabune Technical Training Institute
- Ramogi Institute of Advanced Technology (RIAT)
- Sang'alo Institute of Science and Technology
- Siaya Technical Training Institute
- Sigalagala Technical Training Institute
- Technical University of Kenya
- Utalii College
- University of Eldoret
- University of Nairobi

Our Clientele

Public Service

- Capital Markets Authority
- Centre for Mathematics, Science and Technology Education
- Communications Authority of Kenya
- Department of Immigration and Registration of Persons
- Energy Regulatory Commission
- Higher Education Loans Board
- Horticultural Crops Development Authority
- Iten Tambach Town Council
- Kenya Accountants and Secretaries National Examinations Board (KASNEB)
- Kenya Agricultural and Livestock Research Organization (KALRO)
- Kenya National Library Services
- Kenya Education Management Institute (KEMI)
- Kenya Film Classification Board
- Kenya Forestry Research Institute
- Kenya Investment Authority
- Kenya National Library Services
- Kenya Ports Authority (KPA)
- Kenya Sugar Board
- Kenya Trade Network Agency (KENTRADE)
- Kenya Tsetse and Trypanosomiasis Eradication Council (KENTTEC)
- Kenya Veterinary Vaccines Production Institute (KEVEVAPI)
- Kenya Civil Aviation Authority
- Kerio Valley Development Authority (KVDA)
- Law Society of Kenya
- Ministry of Mining
- Ministry of Devolution and Planning

Our Clientele

Public Service

- Ministry of Environment and Mineral Resources
- Ministry of Interior and Co-ordination of National Government
- Ministry of Sports, Culture and Social Services
- Ministry of Transport and Infrastructure
- National Council for Children's Services (NCCS)
- National Crime Research Center
- National Government Constituencies Development Fund Board
- National Hospital Insurance Fund (NHIF)
- National Industrial Training Authority (NITA)
- National Quality Control Laboratory
- National Treasury
- Nzoia Water Service Board
- Office of the Deputy President and Ministry for Home Affairs

- Privatization Commission of Kenya
- Tanzania Industrial Research and Development Organization
- Tanzania Airports Authority
- The Kenya Forestry Research Institute (KEFRI)
- Town Council of Rongo

Energy

- Ministry of Energy and Petroleum
- Chloride Exide
- African Gas Oil Limited
- Kenya Electricity Generating Company Limited (Kengen)

Our Clientele

Sanitation

- Athi Water Services Board
- Gusii Water and Sanitation Company
- Eldoret Water and Sanitation Company
- Karuri Water and Sanitation Company
- Kisumu Water and Sewerage Company Limited
- Lake Basin Development Authority (LBDA)
- Lake Basin Development Company (LBDC)
- Lake Victoria South Water Works Development Agency
- Lake Victoria North Water Works Development Agency
- Othaya Mukurweini Water and sanitation Company
- Water Regulatory Services Board
- Water Resources Management Authority

Agriculture

- Ministry of Agriculture, Livestock and Fisheries
- Grain Bulk Handlers
- Williamson Tea Kenya PLC
- Brookside Dairies
- Tea Research Foundation
- Kapchebet Tea

- Kijenge Animal Products Limited - Tanzania
- Mumias Sugar Company Limited
- Muhoroni Sugar factory
- Nzoia Sugar Company Limited
- Sony Sugar Company

Medicine

- Anti-Doping Agency of Kenya (ADAK)
- Allied Public Laboratories - South Sudan
- Centre for Health Solutions
- Kenyatta National Hospital
- Kenya Medical Research Institute (KEMRI)
- Nairobi Hospital
- Nursing Council of Kenya (NCK)
- National Authority Against Alcohol and Drug Abuse (NACADA)
- Outspan Hospital
- Outspan Medical College

Our Clientele

Manufacturing

- Alpine Coolers
- BIDCO Africa Limited
- Brookside Dairy Kenya Limited
- Githunguri Dairies
- Glerian Limited
- Kaluworks Limited
- Kapchebet Tea Factory
- Kijenge Animal Products Limited - Tanzania
- Mumias Sugar Company Limited
- Muhoroni Sugar factory
- New Kenya Cooperative Creameries (NKCC)
- Nzoia Sugar Company Limited
- Pwani Oil Company Limited
- School Equipment Production Unit (SEPU)
- Sony Sugar Company
- Tanelec Limited
- Timber Treatment International Limited

- Williamson Tea
- Unga Limited

Logistics

- Mackenzie Maritime (EA) Limited
- Mbaraki Bulk Terminal Company
- Phoenix Aviation Limited
- Postal Corporation of Kenya

Finance

- Stima Sacco Society Limited
- Kimisitu Sacco Society Ltd

Insurance

- Majani Insurance Brokers

Construction

- Sogea Satom Kenya

Advertising

- Brand Kenya

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