

# Management Support Services

Do you need help to:  
**Improve** the way you work  
**Perform** more effectively  
**Achieve** better results



I can help your organisation to:

- ✓ Develop a quality assurance action plan
- ✓ Prepare for an external quality assurance assessment
- ✓ Develop appropriate monitoring and evaluation systems
- ✓ Evaluate the work of your organisation or project
- ✓ Review or introduce up-to-date policies and procedures
- ✓ Implement good governance standards to ensure that trustees work legally and more effectively
- ✓ Organise effective awaydays and planning sessions which deliver real benefits for your organisation
- ✓ Produce high-quality documents through my proofreading and layout services

**HIGH-QUALITY, DEPENDABLE AND AFFORDABLE**

**16 YEARS' VOLUNTARY & PUBLIC SECTOR EXPERIENCE**

**FORMER NCVO APPROVED CONSULTANT, LICENSED PQASSO MENTOR**

**& NAVCA QUALITY AWARD ASSESSOR**

Need more info? Contact Ian:  
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*"Found Ian very easy to work with, his methodical way of working helped to keep us to timescales...The quality of the work exceeded my expectations."*