



MANAGEMENT CONSULTING SERVICES DIVISION

The Management Consulting Services Division epitomizes the multidisciplinary approach of Westover Consultants, Inc. (Westover). The four groups that make up this division offer services that reflect the depth and breadth of Westover expertise: organizational development, training, publications, and social marketing to Government agencies, private companies, and nonprofit organizations. We draw on inhouse and consultant talent to meet client needs.

Training, Technical Assistance, and Organizational Development Group

- Health promotion, risk reduction, and disease prevention
- Training, technical assistance, and facilitation
- Organizational development and capacity building
- Social marketing and information dissemination
- Focus group facilitation, survey development, and program assessments
- Information dissemination
- Technical assistance
- Applied research and evaluation
- Policy analysis
- Curriculum and resource development

Administrative and Technical Services Group

- Staff augmentation
- Videoconferencing and Webcasting services
- Multimedia educational materials development
- Technical writing and editorial services
- Web page development
- Publication development
- Meeting summaries and report preparation

Conference Services Group

- Conference special events and trade show management
- Budget preparation and monitoring
- Online registration
- Automated event tracking and monitoring system
- Logistics preparation and distribution
- Travel and lodging coordination
- Site selection
- Vendor selection
- Exhibit and/or poster session coordination

CORPORATE PROFILE

Recipient of two prestigious awards of excellence from the U.S. Small Business Administration

Consultant to public, private, and nonprofit organizations

Unyielding commitment to quality and professionalism

A minority woman-owned firm founded in 1984

Conference Services Group continued...

- Speaker and facilitator recruitment
- Consultant recruitment
- Technical advice
- Audiovisual support
- Event materials preparation and distribution
- Onsite staffing for registration/information setup and management
- Evaluation/survey preparation and management
- Participant/consultant reimbursement
- Vendor invoice processing and payment

Military Programs and Services Group

- Administrative and financial support for military child care programs worldwide
- Child and youth program development, operations, and evaluation
- Design of public awareness campaigns and materials on installations worldwide
- Professional development training
- Emergency preparedness and response toolkits
- Web-based training in online accounting and data management
- Online provider enrollment
- Electronic timesheet submission
- Automated payroll processing
- Online timesheet and project tracking

Selected Current and Former Clients



How may we serve you?

Recognized for its sound track record, Westover has been awarded several Government-wide contract vehicles that make it easy for all Federal agencies to avail themselves of high-quality services both quickly and efficiently. Ask us how.

For more information on management consulting services, please call or write:

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