



STEPS TOWARDS SYSTEMIZATION



VISION

To be recognized as pioneers of management systems; inspired by innovation, simplicity and continual improvement.



MISSION

Boosting the management system performance in every organization by tailoring effective and efficient business solutions.



VALUES

We walk our talk.

A person wearing a red and blue plaid shirt is gesturing with their hands in a meeting. In the foreground, a laptop and a notebook with a smartphone on top are on a wooden desk. The background is blurred, showing other people in a meeting.

QUICK OVERVIEW

Having the vision of globally spreading the continual improvement; and a mission of creating efficient and effective business solutions relevant to constantly changing market needs, were the main purpose of our nascency.



WHAT WE DO

At Steps Towards Systematization, we are dedicated to designing and **tailoring** creative management systems.

Procedures and trainings are designed to **educate**, orient and induct employees to be more competitive; depending on their current and future job requirement.

We **design** and tailor management systems that fit the strategic direction of our partners.



OUR SERVICES

Management consulting, **implementation** of management systems and related trainings.

We design **synchronized** and harmonized management systems and we establish communication channels between departments to promote a compatible smooth **workflow** while persisting on our values and principles, and **complying** with international standards, regulatory requirement and clients' requirement.

Our services are defined through:

“Planning, Doing, Checking and Acting”
to **enhance** performance and guarantee business continuity.

TACTICAL DIRECTION

PLANNING

We plan in coordination with our clients based on their set objectives.



DOING

Our responsibility is to provide the required support and to guarantee that procedures are implemented.



ACTING

Reviewing with upper management the performance of the executed plan and improve it.

CHECKING

Checking is done on all layers for a better visibility on the compliance of the executed and planned activities.



OUR COMMITMENT

It is our responsibility to **safeguard** our clients' welfare and privacy during and after performing any activity for the company.

Executing **time-efficient** services to help corporations meet their goals.

Developing organizations to meet the **challenges** and opportunities faced in today's dynamic market; to retain its competitive edge.

Helping companies implement, **monitor** and manage management systems and processes in its daily endeavor to equip its staff with the necessary confidence and expertise needed to attain their goal through our solutions.

Tailoring **innovative** and creative operational methodologies.



OUR QUALIFICATIONS

Our solution **experts** have a **multi-disciplinary** background, working in Europe, Asia, Gulf and Africa advising on continual improvement.

Our long history in managing and **leading** companies; as well, in maintaining, implementing, designing, developing and **auditing** a variety of management systems for an **assortment** of business operations and in providing different training topics allow us to provide an **unsurpassed** level of service.

Some of Our Partners



TRAINING ARE CERTIFIED BY



- Auditor/Lead auditor training QMS ISO 9001:2015
- Auditor/Lead auditor training EMS ISO 14001:2015
- Auditor/Lead auditor training BCMS ISO 22301:2012
- Auditor/Lead auditor training ISMS ISO 27001:2013
- Auditor/Lead auditor training OHSMS ISO 45001:2018



OUR TRAINING PROGRAMS



Consultancy Services



Training & Workshops



Onsite Services & Training



Human Resources Services



**Marketing & Advertising
services**

Consultancy Services

- ISO 9001:2015 Quality Management System Design
- ISO 9001:2015 Quality Management System Implementation
- ISO 14001:2015 Environmental Management System Design
- ISO 14001:2015 Environmental Management System Implementation
- ISO 22301:2012 Business Continuity Management System Design
- ISO 22301:2012 Business Continuity Management System Implementation
- ISO 26000:2010 Social Responsibility
- ISO 27001:2013 Information Security Management System Design
- ISO 27001:2013 Information Security Management System Implementation
- ISO 45001:2018 Occupational Health & Safety Design
- ISO 45001:2018 Occupational Health & Safety Implementation
- NEBOSH Design & Implementation
- Business Process Reengineering & Restructuring workflow
- QHSE Outsourcing Services



Training and Workshops

- Integration of Management Systems
- Project Management Professional Certification
- NEBOSH
- Leadership
- Internal Audit ISO 19011:2018
- Introduction to ISO 9001:2015 Quality Management System
- Implementation of ISO 9001:2015 Quality Management System
- Introduction to ISO 14001:2015 Environmental Management System
- Implementation of ISO 14001:2015 Environmental Management System
- Introduction to ISO 22301:2012 Business Continuity Management System
- Implementation of ISO 22301:2012 Business Continuity Management System
- Introduction to ISO 27001:2013 Information Security Management System
- Introduction to ISO 45001:2018 Occupational Health & Safety System
- Implementation of ISO 45001:2018 Occupational Health & Safety System
- Continual Improvement Program ISO 9004



Onsite Services & Trainings

- Quality Control & Quality Assurance for the New Millennium
- Root Cause Analysis & Quality Control Tools
- Introduction to Management
- Communication Skills
- Presentation Skills
- Team Work Management
- Time Management
- Health & Safety and Environmental On Site Orientation
- Health & Safety and Environmental On Site Inspection
- Health & Safety and Environmental Toolbox meeting
- Health & Safety and Environmental Pause Café



Human Resources Services

- Job Descriptions
- Job Analysis
- Job Evaluation
- Job Grading
- Benchmarking & Salary Scales
- Performance Management Systems
- Short Term Incentives Schemes
- Long Term Incentives Schemes
- Employee Engagement
- Employee Satisfaction
- HR Policies
- HR Procedures





STEPS TOWARDS SYSTEMIZATION

CREATING SUCCESS

