

# Consorzio Innopolis

**Our Mission, our Approach, our Services**

*Quality means filling the needs of client and exceeding his own expectative*  
(D. W. Edwards)



**Consorzio Innopolis**  
**Via Antonio Vivaldi, 13 00043 Ciampino (Roma)**

**Tel +39 0645682490**

**Fax +39 06233215283**

**Email: [info@innopolis.it](mailto:info@innopolis.it)**



# Mission

## Developing your ideas

Today's society is characterised by considerable dynamism and high complexity, so the "knowledge" variable is a strategic resource able to influence the complex systems, becoming also a factor of economic development and cultural growth.

The production and sharing of advanced and up-to-date knowledge and the training of qualified specialist personnel capable of responding swiftly to the challenges of the operating framework, become a strategic objective in order to face the challenge of the current market with efficacy and awareness.

With a thorough knowledge of the socio-economic and productive reference context, Consorzio Innopolis makes available to clients an integrated professional approach in order to guarantee the achievement of objectives of Human Resources growth and enhancement, knowledge development and in-house expertise strengthening.



# Mission

Our mission is to offer consulting support to our clients in order to build a management system capable of learning, seizing in a timely manner the development opportunities and tackling effectively the critical issues of working environment, paying special attention to the professional growth of personnel and to their involvement in the processes of change.

At the core of our commitment there is a team of professionals and a widespread network able to combine high levels of competence and knowledge about issues surrounding “Work” and “Organizations” topics: training, knowledge management, recruitment, organizational culture, counseling, guidance, management systems, active labour-market policies, communication and social research.

## **Consorzio Innopolis today**

Consorzio Innopolis arises from the synergy and the union of Research Centers, Training Agencies, Local Bodies and Consulting Companies working in the various areas of intervention.



# Approach

## Our Customer System Approach

Consorzio Innopolis adopts a consulting approach in close partnership with the client, aimed at building the most appropriate solutions, methods and tools in order to meet promptly all needs.

Our approach involves constantly every part of the Customer System in order to create synergic alliances aimed at achieving the change objectives and promoting the knowledge sharing between all players involved in the process.

Our respect for the client centrality is reflected in all stages of the work:

- **Analysis** of demand to understand the reasons, the needs and the hypothesis, a basis from which to start to plan the most appropriate intervention path for the development needs;
- **Design** of innovative solutions aimed at improving competitiveness;
- **Technical Assistance** and ongoing monitoring to verify the effectiveness of implemented activities;
- **Possible remodulation** of the solutions proposed and take on the task of activities.

Consulting approach is guaranteed thanks to presence of professionals with long-standing experience, coming from diversified work environments, so we can preserve the multidisciplinary in the interpretation of the contexts and in the management of the interventions.



# Design

## Social Design

In the last few years Third Sector has emerged as promoter of services and projects addressed to disadvantaged people, summoning up the organizations operating in this field to meet the social and cultural challenges of our times.

In order to respond effectively and efficiently associations, local bodies and Non-Profit sector need to find tools, human resources, funds and financing.

Consorzio Innopolis addresses all the organizations operating in the social sector and Local Bodies wishing to think, design and start projects able to affect in a targeted way its reference territory.

Designing, thinking, writing and implementing an intervention in the social field means to have the possibility to be part of the change, innovation and thus development of the territory and its inhabitants.

It is with this perspective that Consorzio Innopolis offers consulting services in the **design** and **implementation** of interventions in field of social promotion, **local development**, education and **vocational training** based on European, national and local funds.



# Design

We intend to act as facilitators and coordinators in all stages of the project, by offering consulting and support in order to:

## 1. Identify funding lines

A continuous and systematic fundraising, identifying the most adequate opportunities for various partners and stakeholders;

## 2. Support to draw up projects

- Analysis of the sustainability, innovativeness and feasibility of project contents;
- Support and/or integral management of drawing up project proposals;
- Support to build the partnership;
- Programming of activities and project budget;

## 3. Consulting for the implementation

- Operational planning;
- Budget redefinition;
- Coordination of the activities;
- Training, Research, Communication;
- Support for partnerships management;



# Design

## Working in partnership

The preferred methods by Consorzio Innopolis are network and partnership: we search partners in order to strengthen the competitive advantages, to build a dynamic and relational territory, to enhance the framework conditions for local competitiveness.

Working always **with**, instead **for**: our paths are always thought and carried out with our partners.

We are **facilitators**: we aim to bring out the hidden energies of Bodies and Organisations, helping to channel them in the right direction



# Research

## Social Research

Research of Consorzio Innopolis is developed through the use of qualitative and quantitative tools that enable a completed analysis of events and problems analyzed.

We privilege the Research-Action methodology that facilitates the stakeholders' immediate engagement in the research process. Stakeholders become co-protagonists, together with researchers, in researching, designing and implementing the suitable solutions.

Consorzio Innopolis researchers are able to achieve:

- ❖ Bibliographical, literature, documentary and normative research
- ❖ Field surveys and ad hoc sample surveys (telephone, mail, face-to-face) at companies, associations, public bodies, in qualitative as well as quantitative terms;
- ❖ Procession and cross-check of available statistical information;
- ❖ Interviews with privileged witnesses and focus groups;
- ❖ Case history



# Research

Our consulting ensures an interdisciplinary approach thanks to the integration of competences of various workgroups and constantly takes into account the need to develop competences, knowledge and resources of the client, promoting his growth and participation to the research process.

Our main areas of interest are:

- ✓ Environment and National Heritage
- ✓ Cultural heritage
- ✓ EU Policies
- ✓ Labour and Social Policies
- ✓ Healthcare
- ✓ Innovative Technologies
- ✓ Sustainable Tourism

Our main target are: State Administrations, Public Institutions, Local Bodies, Trade and Business Associations, Trade Unions, Third Sector, Service Centres, Cooperative Companies, Social and Productive Organizations.



# Technical Assistance

## Multidisciplinary Technical Assistance

Consorzio Innopolis offers its expertise to support clients in specific complex activities.

Consorzio Innopolis provides Public Administration, companies and consortia of companies, trade associations, training bodies and schools with organizational, methodological and regulatory consulting in order to:

- ❖ **Support** network building and seek partnerships to launch synergic and integrated actions in the fields of Research, Counseling and Training
- ❖ **Support** clients in co-financed training activities, financed projects and calls for tender and proposal, from the preparation of documentation to the final reporting
- ❖ **Assist** training centers in the accreditation at the National Agencies
- ❖ **Provide** consultancy for national and international development projects and associated practices related to the use of European and national Structured Funds and for socio-economic development programs made available by Local and Ministerial authorities in favour of Institutions, SMEs and Third Sector



# Technical Assistance

Consorzio Innopolis helps organizations, bodies and companies to develop ideas and implement their projects.

Expertise, knowledge and skills acquired by our professionals working in the fields of Counseling, Training and Fund Raising allows us to support specific development strategies for our clients, leveraging best experience gained in various territories and sectors.

Consorzio Innopolis offers not only a simply standard technical assistance, but draws up its work plans always starting from the analysis of needs, hopes and problems of each client. Therefore Consorzio Innopolis develops tailored solutions, according to the organizational procedures and peculiarities of each client.



# Services

## Consulting services for corporate systems

Consorzio Innopolis provides Bodies and Companies with qualified consulting and specialist support to create and manage Quality, Safety and Privacy System, in accordance with the laws ruling:

- ❖ Services for development of quality (UNI EN ISO 9001-2008) and environment (UNI EN ISO 14001 – EMAS) management systems for public and private companies;
- ❖ Support services for the adaptation to compulsory and voluntary technical regulations (CE marking, product/process certification);
- ❖ Services of corporate risks assessment, services of planning and coordination of prevention and protection measures (Legislative Decree No. 81/2008, Consolidated Act on Health and Safety in the Workplace);
- ❖ Training and empowerment services for corporate organization, Quality Management, Project Management, Quality Assurance, process engineering;
- ❖ Implementation of front office and specialized call center services for development and dissemination of active labour policies



# Services

Each company has to adopt all the minimum security measures provided for by the Law. For this reason Consorzio Innopolis:

- ✓ Supports all of types of enterprises to produce Security Planning Document, in accordance with the legal obligations;
- ✓ Offers a consulting and adaptation to the Privacy legislation services using experts and business-related advisers;
- ✓ Supports the company during the training of all appointed personnel



# Human Resources

## Management consulting and human resources development

In order to support the client companies in human resources management and development (both in management and operating staff), Consorzio Innopolis carries out management and support interventions in the field of people strategy.

Our professionals are able to:

- ❖ **Manage** recruitment and selection of personnel, also by means of a preliminary analysis (Job Analysis and Job Profile building, identification of appropriate tools for recruitment, expertise list, job advertisements writing and curricula screening);
- ❖ **Carry out** a potential, competence and performance evaluation by means of appropriate tools and methodologies (assessment center, skills assessment, targeted interviews and evaluation grids);
- ❖ **Carry out** analysis of the climate, by means of management tools and targeted interviews;
- ❖ **Support** personnel office to define company's HR strategies;
- ❖ **Carry out** counseling and coaching activities in order to support individual and group development plans;
- ❖ **Design** dedicated paths for the development of interpersonal skills and of active management of the organizations



# Human Resources

**Job Analysis** is an analysis process to research and examine information about the tasks and the requirements of each job. Through the Job Analysis it is possible to acquire information to:

- ✓ Identify the training needs;
- ✓ Recognize elements for the corporate compensation;
- ✓ Guide the selection procedure;
- ✓ Determine the standards for the performance assessment

**Analysis of the climate** is a valuable tool to diagnose the organizational state of the company and its characteristic elements: people, groups, level of identification with the company, leadership and cohesion.

**Coaching** is a methodology that helps to develop and to optimize individual skills and characteristics for an effective and competitive performance. It serves the purpose of unlocking people's potential, helping them learn rather than issuing directives, so that they can maximize the performance.

**Counseling** enables to detect the range of options available in order to address a problem and choose the best solution. Counselor can support the client to examine in detail the problematic situations or behaviours and to find the crucial point from which to start measures producing some changes



# Training

## Competence Development and Learning Processes

Consorzio Innopolis strives to contribute to development of training and labour policies through the design and the management of structured pathways of guidance, Human Resources development and youngsters and adults vocational training.

We carry out studies and evaluations on vocational training, labour-market and employment.

Notably Consorzio Innopolis takes care of:

- ❖ **Managing** all phases of the training process: from the training needs analysis to design of in-class sessions, from the provision of training to outputs assessment;
- ❖ **Providing** consultancy services aimed at supplying distance learning, by the means of the management and the organization of specific platforms;
- ❖ **Carrying out** counseling and coaching activities in order to support individual and group development plans;
- ❖ **Offering** specialist advice to Local Bodies in order to support the design and the implementation of front office and call center services, with the aim of developing and spreading active labour-market policies

Consorzio Innopolis pays special attention to all the opportunities offered by Public and Interprofessional Funds, allocated to finance continuous training projects for the companies and Not-For-Profit organizations.

To this purpose Consorzio Innopolis monitors closely the various funding lines and takes care of technical assistance during the design, the implementation and the final assessment.



# Training

Consorzio Innopolis has organized six training paths for employed people and also takes care of the technical assistance for the presentation and management of ECM-Educazione Continua in Medicina courses (ECM stands for CME – Continuing Medical Education).

Up till now Consorzio Innopolis has designed and managed more than 40 continuous training courses financed by Joint Interprofessional Funds:

**Fondirigenti** (Confindustria and Federmanager) promotes and finances Training Courses for executives.

**Fondir** (Confcommercio, Abi, Ania, Confetra, Manageritalia, Federdirigenticredito, Fidia and Sinfub) promotes and finances Continuous Training Plans for executives of third sector companies.

**ForTe** (Confcommercio, Confetra, Cgil, Cisl and Uil) promotes Training Plans at company, territorial, sectorial and individual level in the branches of Commerce, Tourism, Services and Logistic, Shipment and Transports

**FonTer** (Confesercenti, Cgil, Cisl and Uil) operates in favour of third sector companies and their employees, in the branches of tourism and distribution-services

**Fondimpresa** (Confindustria, Cgil, Cisl and Uil) is a Fund created to make training easy and accessible to the companies (also small ones) and the employees



# Consorzio Innopolis is

- Training Agency accredited by Lazio Region for Continued and Superior Training (also for disadvantaged groups) – Rif. 11283 n. D0318 04/02/2010
- Provider CME – Continuing Medical Education (Provider CME National Roll, n. 3555 from 19/09/2012)
- ISO 9001:2008 Certificate, Sector EA37 (Design and Provision of Vocational Training Services) from 2004