

*We look forward to being of service
to you and your organization.*

Specialists in:

- Research and Writing
- Project Management
- Meeting Planning
and Facilitation
- Policy Development
- Government
and Community Relations
- Mobilizing Support
and Consensus-Building
- Needs Assessments
- Training, including
Materials Development

WANT TO FIND OUT MORE?

Give us a call and let's discuss your needs.

We can be reached by telephone
(613) 737-6785,
fax (613) 737-6786
e-mail (jforsythe@cypresscon.com)
or through our world-wide web site
at www.cypresscon.com.

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PARTNERS
IN SHAPING
YOUR SUCCESS



WHO ARE WE?

Cypress Consulting has been established to fill a growing need for reliable, reasonably priced, hands-on consulting and advice at a senior level, especially in the not-for-profit and public sectors. Our services are tailored to the requirements of each client, and would be of interest to organizations that need:

- a writer or project manager who can pick up quickly and see a project through to completion;
- a catalyst to establish and nurture strong working relationships between government officials and non-governmental organizations;
- advice and assistance in mobilizing support for public policy advocacy issues;
- a formal assessment of clients' needs and how to meet them;
- a writer to synthesize complex information for diverse target audiences;
- assistance in planning meetings and conferences;
- a facilitator to bring together various stakeholders towards common goals.

WHAT SERVICES DO WE OFFER?

- full-service communications: concept, writing, lay-out and design, translation and printing coordination;
- research and information synthesis: fact sheets, briefing notes, pamphlets, etc.;
- writing: project proposals, annual reports, newsletters, etc.;
- editing and proofreading;
- assessment and communication of stakeholder needs;
- consensus- and coalition-building;
- public policy advocacy: training, campaign planning and implementation;

- community mobilization for social change;
- media relations: communicating your message effectively;
- policy development: board, organizational, and administrative policies;
- staff/volunteer relations: building a balanced team.

WHAT ARE OUR AREAS OF EXPERTISE?

We focus primarily on health issues and the management of non-governmental organizations. However, we are constantly adding new sub-specialties and pride ourselves on our ability to pick up new subject matter quickly because of our research and analytical skills.

WHAT DO OUR SERVICES COST?

The cost of our services will depend on the complexity and length of the project. However, we promise that our rates are both reasonable and flexible (i.e. hourly, daily or on a project basis). To keep costs down, we work out of a full-service home office. This means that you're paying for our knowledge and expertise – not for expensive overhead.



A BRIEF WORD ABOUT US

The founder and principal of Cypress Consulting is Janice Forsythe, who has almost 20 years of experience at all levels in the not-for-profit sector, from assistant to executive director. Her experience includes Board relations, strategic and operational planning, administration, government relations, project management, media relations, coalition-building, research, writing and editing, development of training programs and writing funding proposals. Janice has a degree in French translation and a working knowledge of Spanish and has taken numerous courses in organizational behaviour, marketing, finance, etc.

We also have a number of highly qualified Associates with extensive experience in strategic planning, government relations, communications, translation, lay-out and design, conference planning, workshop facilitation, information management, with a specialty in database development, human resources management and career transition consulting.

OUR NAME

You may be wondering about our name. The Cypress is the tree of life, with sturdy roots that grow in very little soil. It is an evergreen that thrives both on its own and in groups, and derives its distinctive shape from the strong ocean winds. We identify closely with the Cypress because the consulting we do provides the foundation for your success and future strength, and our many services reflect the branches of the tree. Like the Cypress, we intend to be around for a long time and to continue to grow in both scope and character.