

About ODA Global

ODA Global is a human resources and management-consulting firm headquartered in the Washington DC metropolitan area. Our experience spans across federal agencies, private and public sector organizations in the domestic United States, and emerging markets in sub-Saharan Africa. Our professionals have served in executive level roles with fortune 100 companies, as well as associations, non-profits, and educational institutions.

ODA Services

- **Staffing & Recruitment**
- **Coaching & Mentoring**
- **Training & Professional Development**
- **Performance Management**
- **Advisory Services**

ODA Philosophy & Approach

- **Understanding our Clients**
- **Leveraging Best Practices to Meet our Clients Needs**
- **Client Collaboration**
- **Flexibility and Responsive**

Staffing & Recruitment

ODA provides global staffing and recruitment services for clients in the U.S. and Africa. We specialize in the recruitment of Executive, Administrative, and Information Technology professionals for temporary or full-time job opportunities with a variety of employers in all industries. **Primary positions we support include:**

- **Executive and Management**
- **Human Resources**
- **Contracts and Procurement**
- **Information Technology**
- **Administrative and Support**

Coaching & Mentoring

ODA provides coaching and mentoring services at all organizational levels, offering programs that are designed to meet the professional development needs of a diverse workforce. We provide executive coaching and help organizations implement mentoring programs. **Our coaching and mentoring services include:**

- **Executive Coaching**
- **Supervisory & Staff Mentoring**
- **Mentoring Program Design and Implementation**
- **Individual Development Plans**
- **Training for mentors, mentees and coordinators**

Performance Management

ODA's performance management program promotes the highest levels of performance at both the organizational and employee level. Our strategic process results in clarity of organizational vision and mission, and cascades strategic objectives at the business unit and employee level. **Our performance management services include:**

Organizational Performance

- **Strategic Planning**
- **Performance Metrics and Monitoring**
- **Communications & Training**
- **Performance-Based Rewards**
- **Web-Based Automation**

Employee Performance

- **Planning and Goal Setting**
- **Performance Feedback**
- **Performance Improvement Planning**
- **Performance Appraisal**

Training & Professional Development

We strengthen employee success while creating and fostering a culture of teamwork, leadership and quality service, where professional development is a top priority. Training classes include management, supervisory and professional topics including:

Management and Supervisory Skills

- Performance management
- Emotional Intelligence
- Corrective Action
- Sexual harassment prevention
- Ethics
- Recruitment and Selection
- Americans with Disabilities
- Family Medical Leave
- Policy
- Human Resources Legal Compliance
- Consultant or Employee
- Fair Labor Standards Act

Additional Trainings:

- Internal and External Customer Service
- Project Management
- Introduction to Contract and Procurement
- Time Management
- Change Management
- Harassment Awareness
- Conflict Resolution
- Communication Skills
- Independent Contractor vs. Employee
- Program Cost Control

Advisory Services

ODA's Human Resources and Organizational Development professionals provide advisory and program development services in across a broad range of business and administrative functions. We apply proven management methodologies to realize efficiencies, enhance customer service, and drive business growth. We support our clients to add value, reduce costs, and increase customer satisfaction. Our Advisory Services include:

Human Resources

- Job Description
- Diversity And Inclusion Programs
- Tailored Employee Relations And Grievance Process
- Human Resources Audits
- Orientation And Onboarding
- Employee Handbooks
- Corrective Action
- Exempt And Non-Exempt Classifications
- Employee Vs. Independent Contactor

Strategic and Management Practices

- Life-Cycle Business Development
- Opportunity Identification
- Strategy And Win Theme Development
- Partnership And Teaming Development
- Proposal Management
- Compliance Reviews
- Red Team Leadership
- Contracts And Procurement
- RFP & Contract Terms And Condition Review
- Customer Satisfaction Surveying

Company Information

DUNS Number: 078439269

NAICS Codes:

- **541611** Administrative Management and General Management Consulting Services
- **541612** Human Resources Consulting Services
- **561320** Temporary Help Services
- **611430** Professional and Management Development Training
- **923130** Administration of Human Resource Programs

Certifications:

- SBA Economically Disadvantaged Women-Owned Small Business (**EDWOSB**)
- Minority Business Enterprise (**MBE**)

