



WHAT YOU GET

Foundations - a business transformation programme aimed at supporting business owners to free themselves from working *in* their business to working *on* their business, enabling them to maximise its profits and make it run like clockwork.

GET MORE FROM YOUR BUSINESS.

More time, More money and More freedom.

Attendees will be taken through a 6-month programme, involving 5 modules delivered in monthly tutorials. Each tutorial is followed up by one-to-one coaching sessions to support the achievement of individual learner action plans. Online support is also available in an open discussion learners' forum.



MODULE 01

This is where we start to remove the frustration of running a business that isn't achieving its full potential. We will give you a new focus and vision so that you can start working towards building a more profitable, organised business.

In Module 01, you will create a written Vision Statement for your business and a high-level Business Plan. The Plan will guide your business decisions to achieve your goals and ambitions.

MODULE 02

Systems help to ensure that not only your customers but you, as the business owner, are confident that what needs to be done to meet your standards and expectations is done.

This enables you to have more time to work on growing your business rather than wasting time fixing problems. Wouldn't that be nice?

In Module 02, we take you through the "5 Step Approach to Systemising your Business", mapping key processes and creating a plan to systemise your business to create happier teams, happier customers, reduced errors and increased profit.

MODULE 03

One of the main reasons most of us are in business is to make a profit and your business has a much higher chance of success if you understand the numbers.

In Module 03, we will guide you through profit and loss, balance sheets, ratios and other accounting terms. We will also give you tools to help you manage your cash and create Key Performance Indicators for your business. This will get your numbers working for you and enable you to have a meaningful conversation with your accountant.

MODULE 04

If you have an organised approach to marketing, you will increase your leads. This, in turn, will increase your customers. Your customers will buy more things and if you deliver a great service, will increase word of mouth advertising. All in all, you will increase your profit.

In Module 04, we will take you through the 3 ways that you can improve your sales. You will calculate the return on investment for marketing spend, learn new approaches to marketing, including the unique i-marketing™ system, develop your sales process and create a marketing action plan.

MODULE 05

Being disorganised causes you, and those around you, stress. It can lead to a hectic lifestyle, never knowing if you are coming or going. In addition, if you are organised your business will be too.

In Module 05, we will take you through some tools and techniques to get yourself on top of your day to day work. This will enable you to spend more time growing your business, not stuck in the day to day grind. We will cover time management, delegation, dealing with time wasters and also introduce you to some systems to help you keep on top of, and remove, paperwork.

HOW WE WORK

At the Organised Business, we are committed to helping small businesses, not only succeed, but thrive, achieving their full potential. Each Module of The Foundations Programme is delivered monthly in the classroom, here at our purpose built training suite in Maidstone, Kent. After each classroom session, you will be supported by a follow up coaching and progress review, keeping you on track with your work-based activities and the achievement of your Personal Learning Plan. You will also have access to online support from our Business Architects and other learners through our online project system.

TESTIMONIALS

What our attendees are saying

“I really enjoyed the first Module of the Organised Business’s Foundations programme. We spent the day thinking about our vision for the future of where we want our businesses to be in 5 years’ time, this then allowed us to create the plan of realising this vision. Although this sounds a simple task, actually sitting down and producing a workable plan is something else. I have wanted to create such a plan for a few years now and after just the first module I now have a plan that I can filter down to my team to make sure that we reach my vision for the business.”

Jason, The Party Wall Company

“Great training session on Wednesday. I feel a lot clearer now about what I really want! The Gap Analysis specifically is helping identify what needs to be done!”

Leonardo, Multiply Systems Ltd

“The training has really inspired me to grow my business and has actually given me a new look on how I want it to grow. The training is clear and easy to understand and follow. Will and Marisa are really friendly and helpful and having access to the Basecamp program is superb as it gives us a chance to get even more organised with the business growth. I can’t wait for the next module!”

Traci, Wedding Day Angel

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