

**Orientation- Goal setting. Plan a day, a week, a year, 5 years. Using smart goals**

**Setting up a 90 Day plan- (using our Proprietary template)**

**Prioritizing /Understanding Urgent vs Important. Time study**

**Corporate structure- Org Chart- where do you fit in and how we want it to shift**

**Owner Time Log / Routine Using a default Diary**

**Staff Job Descriptions, KPIs. Positional contracts**

**Time Budget for tasks**

**Time saving strategies for Business owner**

**Recruiting Systems and retention systems**

**P&L Analysis (this exercise is done monthly)**

**80/20 Time Analysis**

**Cash flow projections and strategies**

All 12 core modules will be delivered. Student will be required to demonstrate competence in the discipline before moving to the next module. Time required for each module will depend on the student's prior training and aptitude. Focus will be on mastering the skills that will have the greatest impact on the business. Optional units will be offered if the student has capacity and desire to learn more than the standard curriculum

**Program offered**

**Included**

Student may contact the trainer for help via email or phone and expect 1 Business day turn around

All forms and Study Materials

There are no additional costs outside the tuition

**Not Included**

GST is payable by student.

## 52 WEEK BUSINESS BASICS COURSE

### Timeline

Students will have one on one instruction (up to 2 hours) every 3 months for 50 weeks with homework submitted quarterly. Each component will require about 1-2 hours of live instruction. As instruction is 1-1 we can be flexible with timing. Demonstration that the skill has been properly practiced in the business is the passing mark.

Students normally spend 3-5 hours on each lesson and are expected to ask for help if they are stuck on an assignment

### Assessment

Student must demonstrate aptitude in each module by **completing at least one related activity** within the business. Student is expected to continue to **demonstrate the skill** acquired for the duration of the training program and will be graded on their level of competence for each module completed, every 90 days  
Every 90 days Student and instructor review progress and ensure that previous modules are being practiced.

Participants must complete a course evaluation report and are presented with a certificate of completion

### Course Tuition

Full Program investment is \$2800.00 plus GST. Partial programs and payment plans also available

### Course Outline

Based on the **DRIVE** model **Define Review Improve Verify Establish**

This course is designed to give a business owner or manager the tools needed to optimize, systemize and realize sustainable growth. There are a number of **Soft skills** such as personal goal setting, time management, organization and systemization, and working with a team. **Essential skills** such as document use, oral communication, critical thinking, and the use of digital technology to manage themselves and their team are woven into the curriculum with Visual, Auditory and Kinesthetic tools. Ultimately the student will learn **Management and Business skills** that increase job security and will lead to promotion and an increase in pay. The core of the training is to develop the skills of strategic planning, choosing, leading and motivating a team, using the company resources, both human and material in a coordinated and skillful manner. **Soft Skills** are delivered and mastered first to reduce or eliminate the chaos in the **Essential skills** and **Business** skills that follow. A full description of each module is available upon request. We have supplied the headers for the sake of brevity. Details would include nomenclature and definitions, why this skill is essential, what are the tools available, how this works in the current business, what are best practices, how does this skill impact the profitability of the business, what is the return on investment, how can it be systemized and implemented in the business. **We focus on the key skills that will help you earn more in your business.**

Much of the content of this course is proprietary training material licensed by ActionCoach (a Global Training, consulting and coaching Firm).

Other source materials - Some of the information in this course is based on over 400 publications most of which are available to the student.

<b>Author</b>	<b>Title</b>
Terry Anderson	Transforming Leadership
Jim Collins	Good to great, Built to last and Great by choice
Marcus Buckingham	First Break all the Rules, Go put your Strengths to work and One thing you need to know
Ken Blanchard	The one minute Manager and Raving Fans
Brad Sugars	Buying Customers and The Business Coach
Tony Hsieh	Delivering Happiness
Malcom Gladwell	The Tipping Point
Michael Gerber	The E-myth revisited and E-Myth Mastery
Jason Jennings	Less is More
Patrick Lencioni	Death by Meeting and Overcoming the Five dysfunctions of a team
Stephen R Covey	7 Habits of Highly Effective People and First things First
Paddi Lund	Building the Happiness Centered Business
Harold Kerzner Phd.	Project Management