

BUILDING BLOCKS OF BUSINESS



MANAGEMENT

PLANNING

- COMPANY POLICIES
- PROFIT PLANNING
- RATE OF MARGIN
- ACQUISITION
- RATE OF OVERHEAD
- ABSORPTION
- CAPITAL MANAGEMENT
- SHORT/LONG RANGE GOALS

ORGANIZATION

- LEADERSHIP
- COMMUNICATION
- ANALYSIS
- KEY MAN INCENTIVES
- COMMUNICATIONS
- MANAGEMENT REPORTS
- EXECUTIVE APPRAISAL

ECONOMIC STUDIES

- FEASIBILITY SURVEYS
- COMPETITIVE ANALYSIS
- EMPLOYEE BENEFITS
- LONG RANGE INCENTIVES
- PRODUCT LINE ANALYSIS
- PRODUCT PLANNING
- PRODUCT DEVELOPMENT

FINANCE

PLANNING

- FINANCIAL
- CAPITAL STRUCTURE
- LONG RANGE POLICIES
- USE OF FUNDS

CONTROL

- CASH FORECASTING
- BUDGETING OF OPERATIONS
- EXPENSE ALLOCATION
- EMPLOYEE TRAINING

ECONOMIC ANALYSIS

- FINANCIAL RATIOS
- SOURCES OF FUNDS
- RESERVES
- EQUITY FUNDS

OPERATIONS

PLANT LAYOUT

- MATERIAL HANDLING
- QUALITY CONTROLS
- PLANNING
- SCHEDULING
- PREVENTIVE MAINTENANCE

OFFICE

- ORGANIZATION
- ANALYSIS
- COST CONTROL
- PLANNING
- CLERICAL WORK
- SYSTEM/PROCEDURES
- WORK SIMPLIFICATION
- RECORDS CONTROL
- FORMS CONTROL
- PROCUREMENT

PERSONNEL

- WAGE/SALARY ADMIN.
- SUPERVISORY MGMT.
- EMPLOYEE TRAINING
- JOB STANDARDS
- JOB EVALUATION
- WAGE
- INCENTIVES
- RETIREMENT PLAN

MARKETING

SALES

- ORGANIZATION
- COMPENSATION
- SALES FORECASTING
- MARKET ANALYSIS
- SALES
- LEAD DEVELOPMENT
- SALES CONTROL

SERVICE

- CUSTOMER SUPPORT
- FOLLOW UP
- SATISFACTION LEVELS
- RESPONSE TIME

ADVERTISING

- BUDGETING
- SALES PROMOTION
- MARKET RESEARCH
- AGENCY SELECTION
- SOCIAL MEDIA
- WEBSITE
- BROCHURES

PUBLIC

- RELATIONS
- INDUSTRY
- STOCKHOLDER
- EMPLOYEE
- UNION
- GOVERNMENT
- COMMUNITY
- ENVIRONMENT
- HEALTH

CONTROLS

GENERAL ACCOUNTING

- SIMPLIFIED ACCOUNTING
- ACCOUNTING SYSTEMS
- ACCOUNTING PROCEDURES
- ANALYSIS
- PROFIT CONTROL
- EXPENSE CONTROL

COST SYSTEMS

- COSTING METHODS
- COST CONTROLS
- COST ANALYSIS

INFORMATION SYSTEMS

- SYSTEMS ANALYSIS
- PROGRAMS
- INSTALLATIONS
- EVALUATIONS

REPORTS

- PROFIT AND LOSS
- BALANCE SHEET
- DAILY COST REPORTS
- WKLY COST REPORTS
- CASH ANALYSIS
- BREAK EVEN ANALYSIS
- PROFITABILITY SUMMARY
- KEY PERFORMANCE INDICATORS
- TARGET VS ACTUAL RESULTS
- EXPENSE PROFIT PROJECTION
- REVENUE BREAKDOWN
- REVENUE PROJECTION
- EXPENSE CHARTS
- SHORT TERM DEBT CHART
- DEBT TO EQUITY CHART

MIND DUMP sessions cover all the building blocks of business.

Without a solid foundation your company will collapse.

All businesses have these components. One owner to multi billion dollar companies.

