



Coach For A Day Topics

1. **Working on the big picture** (One day for each)
Creating a 2-5 vision and plan
Clarify and document what's important in terms of values and behaviours with a roll out plan
2. **Preparing the business for sale or transition**
Review options and create template for a working plan
3. **Establishing plans and goals for the current year**
Business Plan & Budget
4. **Management and Leadership**
How am I going as a leader and manager and where are the opportunities for improvement?
5. **Effectively managing performance** (One day in total for 3 below)
Company
Dashboard & One Page Scorecard
Monthly reporting
Understanding financials
Individual (8 hrs in total for 2 below)
Job Descriptions & KPI's for 3 positions
Conducting the perfect performance appraisal
6. **Finding and keeping loyal profitable customers** (One day for each)
Marketing & Sales Activity Plan
Identifying and creating WOW opportunities to create outstanding advocates for your company
7. **Improving time management and personal productivity**
Team training and one detailed one on one analyse and plan
8. **Improving staff performance and retention**
The golden rules for finding the right staff
How to get more of your team thinking like a business owner
Introducing a staff incentive scheme that works
9. **Improving overall understanding and communication**
How to create and run a perfect meeting
Ensure everyone is working 'off the same page'
Identify and rectifying communication 'bottlenecks'
10. **Strengthening systems and procedures**
Identifying all activities that require a policy and procedure
Crafting 10 polices and 4 procedures
Training staff on how to complete and ensure they remain effective