



PHASE 1

1. Being a business owner

Owner vs Employee
Working on, not in the business
How can you grow a business?
Finding a peer group for support, brainstorming and accountability

2. Cashflow & working capital – starting point

Why should you use cashflow projections?
What is your starting point?
How do you find the data?
How do you make assumptions?
How to fund your business

3. How to collect your debts

Terms and conditions of sales
Credit control procedures
Debt recovery

4. Managing costs

Cost of sales – materials – are products or services profitable by line?
Cost of sales – labour – are you working most efficiently?
Procurement for suppliers incl overheads

5. SWOT

What is a SWOT Analysis?
New directions
Protecting your business
Competitor analysis

6. Increasing profitability

Increase volume or price of sales
More efficiencies for costs

PHASE 2

7. Assets in your business

Buy or lease?
Repair or renew?
Capital allowances

8. Tax Planning

Tax planning vs Tax Avoidance
Increase profits or bring cashflow benefits

9. Management Information

Production of MI
Review procedures
Key Performance Indicators

10. Insolvency Processes

When is a business insolvent?
What are the legal requirements of a director?
Different insolvency processes

11. Exit Planning

When should you start?
What does a purchaser look for?
How to increase the value of your business
How to increase the saleability of your business

12. Human Resources

Working hours & patterns incl flexible working
Motivating staff
Developing & training staff
Culture & the benefits of a diverse workforce
Managing physical & mental wellbeing

13. Becoming a Greener Business

What are the benefits of being a 'clean' business?
Low carbon or environmentally friendly policies and processes

14. Corporate & Social Responsibility

The benefits of CSR for employee engagement and community development

15. Continual Improvement Processes

Benchmarking
Incremental changes
Creative Thinking