

Business Performance International Ltd

Key Courses for Business Improvement

Copyright © 1992-2014 Summit
Systems Ltd, all rights reserved

Business Performance

Range of Management Courses



Business Performance International Ltd is a sister company to Summit Systems Ltd.

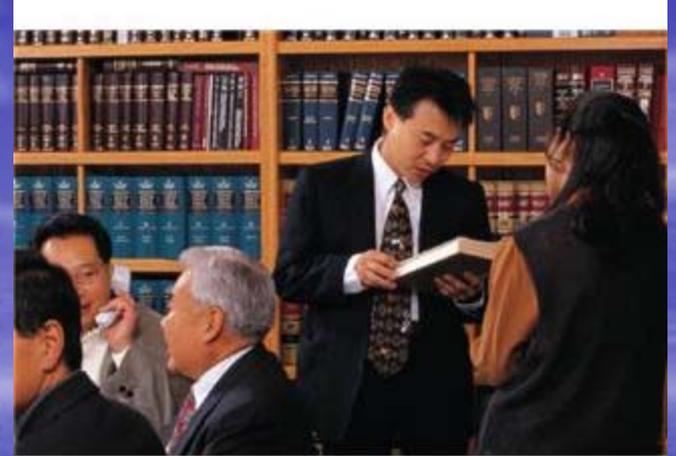
It has a range of business courses that are designed for delivery to clients that are extremely cost effective. The courses are usually completed within two hours but some can take longer (e.g. 4 hours) by arrangement.

Fees are designed to make the courses absolutely affordable. For example the half day courses are \$150 + GST per person but \$100 plus GST for a group of five or more.

One day course \$280 plus GST per person but \$180 + GST per person for class of five or more. The 1-2 day course is \$350 + GST per person and \$240 plus GST per person for a group of five or more.

Business Performance

Meet our Team

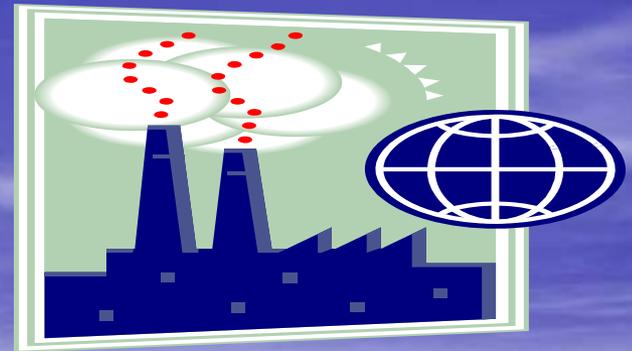


George Carson CEO of Business Performance International Ltd - sister company to Summit Systems Ltd. George has specialised in Quality Assurance and Business Performance.

Ray Shand Accountant Kamo Whangarei. Ray has had many years of Accountancy Practice Management and is able to train and advise on a wide range of issues.

Business Performance

Book keeping and Cash flow



One day practical hands-on course for those wishing to gain an understanding of the topic, with 39 PPTs, exercises and assessment criteria covering:

Costing, Break-even analysis, Preparation of cash flow forecasts and master budgets.

Purpose of business budgets. Participants will carry out relevant calculations during the course.

Ideal course for those with little understanding of the topic who wish to gain a basic understanding.

Business Performance



Budgets

Setting and achieving budgets. One day hands-on course outline with 19 PPTs. Topics include:

Why organisations set budgets.

Environmental factors.

Types of budgets.

Forecasting techniques.

Preparing a budget and a range of exercises for participants.

Business Performance

Business Planning – write a business plan



How to write an effective Business Plan.

One day hands-on course outline with 34 PPTs, Business planning format, handouts and course notes.

Topics are:

What is a business plan?

Write a business Plan.

Situation analysis, aims and objectives.

Mission statements. Benchmarking. SWOT analysis.

Barriers to entry, understand the environment.

The seven crises, intellectual property. The action plan.

Critical path analysis. Key performance indicators.

Business Performance

Change management



Approx four hour course with 30 PPTs, practical exercises and course notes. Change management issues relating to Australia and NZ.

Innovation and improvement, internal and external sources of change. The process of planned change. Change stakeholders. Managing change. Overcoming resistance to change. Successful implementation. Eight elements in the planning process. Executing change. Changing work habits. Measuring change. Feedback systems.

Business Performance

Finding new business or customers



About 4 hour course with 43 PPTs and course notes suitable for participant's course handbook, plus course notes and Leader's Guide. Topics include:

Prospecting is the first step. Reasons for prospecting. Targeting the companies you want to business with. Qualifying the prospect, requirements for successful prospecting. What is the most important thing? Exercises in teams. Two hundred potential methods of generating leads and finding prospects. Securing an interview. Following up. Organising your information. Developing new opportunities.

Business Performance

Human Resource Management



One day course with 42 PPTs and course notes plus Leader's Guide.

Topics include:

The role of the HR manager. HR systems now available. Policies, Functions, Planning and development. Steps in the HR process. Recruitment. The four E's. Staff selection process. Job descriptions. The interview process. Motivation. Changing work habits. Morale. Stress. Empowerment. How to keep staff interested. What makes staff leave?

Business Performance

Improve Management Skills



The Development training plan for team leaders and supervisors. 47 PPTs and Leader's Guide.

The aim of this one day course is to provide participants with an understanding of a range of both personal development issues and business development skills covering a number of areas such as –

Communication, Goal setting, Motivation, Human Resources, Management, Service and time management, Self management skills, Acquire and develop business skills and attributes. To identify strategies and engage in actions to extend and enhance their personal competence.

Business Performance

Launching new products & services



One day course supplied with 50 PPTs and course notes plus a Leader's Guide. This course is interesting and easy to understand. It is specially for small businesses and entrepreneurs setting strategies for launching new products and services to the market place on a cost effective basis.

Topics include: Selling to and reaching the market place, Critical issues, Goal planning, Resources, Intellectual property, Business planning, Premises, Signage, Budgets, Business Law, Inventory, Getting paid, Cash flow, Screening, Selling your product, Marketing, Value adding, Brand names, Market research, The four P's, Segmentation, SWOT analysis, Targeting customers, Some pitfalls, Opportunities.

Business Performance

Marketing your business



Half day course directed at those wishing to learn the basics involved in marketing their own business. Has 30 PPTs, course notes, quiz and two course handbooks. They include:

Selling and marketing, Setting Prices, Branding and brand decisions, Developing a brand name, Advertising, How much should you spend on Marketing? Market research, Marketing information systems, The planning process, Marketing audits, Differentiation, Writing and implementing a Marketing Plan, Buyer behaviour, Marketing exercises, How can you Market your business?

Business Performance

Project Management



1-2 day course with 11 PPTs and 33 pages of course notes suitable for participant's course handbook, including checklists and quizzes for participants, plus Learning Outcomes, Leader's Guide and assessment criteria.

Topics include:

Four phases of Project Management. What is Project Management? The project life cycle. Negotiating specifications with the client. Defining the Project. Identifying and avoiding the pitfalls. Making a start. Brainstorming. Work breakdown structure. Key skills to manage Projects. Testing your preliminary strategy. Cost components. Potential budgeting problems. Assigning responsibility. Worksheets, Implementation, Controlling the work in progress, Monitoring Performance, Providing feedback, Resolving differences, Sources of differences in project management, Contractors, Project completion.

Business Performance

Occupational Health & Safety



Introductory course with 16 PPTs timed to run for 90-120 minutes.
Suitable for delivery to workers, supervisors and managers.

Suitable for OHS Induction or for expansion to a more advanced level.

Very good course to be associated with Injury Prevention and Safety Officer courses. The contents are a useful insight into the legislative changes coming to New Zealand soon.

Business Performance

Quality management & continual improvement



1-2 day course with 10 PPTs and 38 pages of course notes suitable for participant's handbook, including checklists and quizzes for participants and assessment criteria. Topics include:

The quality wedge, Changing quality concepts, Quality and costs, Assessing quality, Quality elements, Cost reduction, Project teams, Change principles, Managing change, Feedback systems, Changing work habits, Benchmarking, Planning for quality, Control of quality, Measuring actual performance, Integrating quality, Quality policies, Annual goal setting, Implementing total quality, Designing for quality, Supplier relations, Inspection test and management.

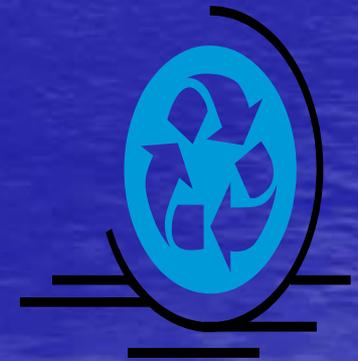
Business Performance



Recruitment, selection, induction

One day course with 31 PPTs and course notes, plus a Leader's Guide.

Topics include: Filling a vacancy. The four E's. Steps in the recruitment process. Writing a job description. The interview process. Body language. Salary packages. A ten step hiring process. Induction of new staff. Motivation. Why do people fail? Expectations, How to keep staff interested, How to lose your staff.



Business Performance



Report writing

Half day course with 25 pages of notes and 20 PPTs.

Topics include:

What is a report? Preparing Reports. A report format outline. The report writing process, Organising, Characteristics of a good report, Assigning tasks, Background signals, A report should have, Some steps in writing a report, Tips to make your report a winner, Meeting deadlines, Developing the report, Ethics, Legal obligations, Presenting the report.

Business Performance

Small Business management



One day course suitable for existing or potential managers. 52 PPTs and course notes.

Topics include:

What is a small business management?

Resources, Avoiding failure, What do managers do? Business Planning, Crisis management, Benchmarking, SWOT analysis, Human resources, Motivation, Break even analysis, Price setting, Trading terms, Budgets, Value adding, Inventory management, Premises, Risk management, Key performance indicators, Competitive advantage, Managing suppliers, Strategic alliances, Quoting, Marketing the business, Finding and keeping customers, Advertising, Measurement, Ethics, Intellectual property, Law of contract, Obligations, Workers compensation/ACC, Trade practices, Taxation, Sponsorships, Is your business well run?

Business Performance

Starting a new business



One day course with 33 PPTs plus course notes, quizzes and 129 page course handbook. Topics include:

Why start a business of your own? Small business functions, Break even analysis, Small business resources, Ethics, Reasons for business failure, Business structures, Sources of finance, Borrowing money, Insurance, Budgets, Forecasts, Getting paid, Premises and identification, Naming the business or product, Hidden costs, SWOT analysis, Stages of business development, Small business obligations, Staff selection, Job descriptions, Motivating workers, Measuring performance, Law of contract, Trade Practices Act, Intellectual Property, Attracting customers, Time management.

Business Performance

Contact BPIL or Summit Systems



Contact Summit Systems Ltd to obtain accreditation and certification by way of conforming management systems.

Our phone is 09 438 7555 or 7550 and fax is 7556.

Our mobile is 021 070 9141.

Our email is safetynz@xtra.co.nz

Our website is summitsystems.co.nz

Our address is 77 Tarewa Road, Morningside

Whangarei 0110. New Zealand.