

Signature Series Seminars™

Who's Running Who, Your Business or You? - Adding Structure to Streamline Operations

Have you ever found yourself lying awake at night worrying about what will happen to your business if you get sick or (heaven forbid!) decide to take a vacation? This seminar is designed specifically to give you the tools you need to get a good night's sleep! You'll learn proven tips and techniques to:

- Start a business that can handle growth;
- "Jump-start" a stagnant business or product;
- Reduce your time at work and still leave with everything done;
- Get your people to make their own decisions and solve their own problems; and
- Find the time to actually "have a life" outside the office!

This course introduces the audience to the benefits of bringing structure and discipline into their organization by instituting, using and continually improving "formal" work processes. This course will detail focus on six key areas:

- Recognizing you've got a problem. You'll learn to identify the "pains" that added structure and discipline can help reduce or eliminate. Things like lack of time to complete work, limited growth options; morale problems; unhappy customers; unhappy family, are all symptoms telling you something needs to change.
- Finding out where you are now. We'll show you how to look objectively at your business, teaching you to see things as they are and document your business "As Is".
- Deciding where you want to be. Using examples and exercises focusing on attendees actual business situations, you'll learn how to figure out where you want your business "To Be" and to develop concrete, measurable business objectives.
- Identifying what needs to be done to get you there. We'll teach you to identify the tasks that must be accomplished and the people and resources you'll need build a solid plan for achieving your goals.
- Identifying, planning for and acquiring the resources to accomplish those tasks (Figure out "Who, When, What it Will Cost, and Where The Resources Will Come From")
- Measuring progress. You'll learn how to develop interim milestones & objectives to help keep you on track meeting and exceeding your objectives. You'll learn how to define clear, measurable objectives to tell you when you've reached your destination.



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Business & Technical Solutions

Call us or visit www.spinningdisc.com today for locations & times of these & other
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