



**I D E O L O G Y**  
C O N S U L T I N G

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## **Business Services**

**Introduction**

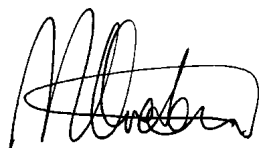
No matter what type of business you own, Ideology Consulting provides high quality business advice, resources and education that is practical and produces results. It's your business and we are here to help you. The services outlined on the following pages are designed to be tailored specifically for you and your business.

We believe that each business is different in its own unique way and we need to take into account and preserve these important business features. Our objective at all times is to deliver what you want, when you want it, and to ensure your business is stronger, more effective and more profitable than ever.

When our work with your business is finished we will have helped you make the changes you wanted to see, but invested also our knowledge into your business. You will have achieved an on-going benefit and positioned your business for future growth.

Ideology Consulting is an independent advisor. We have no affiliation to any group or company. We work only for you and your interests.

Thank you for considering the following information and we look forward to hearing from you if we can help in any way.

**Mark Overton****Director**

## Business Planning

*“If a man does not know to what port he is steering, no wind is favourable to him.”* Lucius Annaeus Seneca c. 4 BC – 65 AD

Planning is the key to getting things done and making things happen. A business plan is essential if you are serious about a successful business.

A planning session facilitated by Ideology Consulting provides you with an opportunity to look critically at your business and decide what needs to be done to improve it and when.

The plan can reflect your ambitions and dreams for the future and guide you through implementation process.

Ideology provides a business planning service for business owners and managers to help you achieve your objectives. Using information gathered before and during a planning session our advisors will write your plan for you, then present the completed plan and provide support to make it reality.

Our comprehensive plans include:

- Analysis of your business's current strategy and operations
- SWOT and PEST assessment
- “In-business” planning session (with your staff if preferred)
- Functional and easy to read plan layout tailored to your needs
- Specific actions and activities allocated in achievable time frames.
- Explanations for each action and results oriented instructions
- Tailored post-planning assistance or support if required.
- Ideology Consulting has an extensive collection of resources and marketing materials that can assist in making your plan into reality.
- Improvement opportunity evaluation and reporting
- Inventory assessment and plans

Of course you can ring Ideology for assistance and advice at any time, day or night, if you are unsure or things change.

## **Marketing Plans & Strategy**

It is increasingly important to know who your customers are, what they want and how they want it delivered.

Marketing is an essential component of all business plans, but for most businesses, a separate Marketing Plan is a valuable strategic tool.

We work closely with you to develop plans that are achievable, and are focused on practical and profitable outcomes to improve your sales.

We help you develop a coordinated and affordable program of marketing that will support the overall plan.

Then, if you need it, we help you get it done, measure the results and evaluate the outcome.

Services include:

- Business position and profile assessment
- Marketing Plans and activity to improve market share and sales numbers
- Internal and direct marketing strategies to build business profile “under the radar”
- Coordination of printed materials and business branding
- Scheduled marketing calendars and timeline of events
- Letters and customer/referrer communication materials
- Pricing and competitor assessment
- Mystery shops and service reports

Your marketing plan will be coordinated with your business objectives and resources.

**Benchmarking performance & efficiency**

Most business's can quickly improve their efficiency and profits by making small changes to the way they operate.

An "outside eye" can often see the lost income opportunities and identify elements and processes that are costing the business money, time, labour and unnecessary worry.

These can be corrected for the benefit of all, and new targets set for the future.

Using references for performance excellence and your own data we can review your entire business and work out where you can achieve maximum improvement.

Ideology will provide you with an easy to read report with practical recommendations to make your business as good as it can be. Then, if you need it, we will help you make the changes happen.

We can provide:

- Tailored benchmark reporting highlighting areas for improvement
- Focussed reports on problem areas
- Measureable improvement opportunities
- Best business comparisons against industry standards
- Additional business support and recommendations for future change.
- Customer surveys and focus groups

## **Coaching & Support**

As a business owner and a manager you make important decisions every day.

Ideology Consulting can assist you and your team to uncover the best way forward with your business in its own unique context.

If you would like another perspective that you know is there for you and only you, we can help.

Our advisors will stand by you and help you make the tough decisions, set realistic and targeted goals for you and your business.

We will provide you with objective and personal support and advice about your own performance, strengths and weaknesses. Our objective is always to educate you and develop your skills, not make you dependent on us.

We will help you to improve the way you manage your business by:

- Helping you to define business objectives and direction
- Providing management skills assessment and education
- Confirming and supporting decision processes
- Developing an understanding of your unique issues

You can call us and we will be available at any time if you need a friendly ear.

## **Change Management Assistance**

All businesses need to change all the time.

Our years of experience with many businesses tells us that the ability to effectively bring about change is a key competitive advantage. It often sets apart the highly successful from the rest of the pack.

However we can be certain that all change, whether good or bad, has the potential to be disruptive and unpleasant if it is not planned and managed carefully.

Change management is one of the most complex challenges for any business but intense planning and adherence to some basic principles will usually bring about the desired result.

Ideology can assist you to:

- Plan the change process
- Identify the important steps and pitfalls
- Develop a powerful team and sense of purpose
- Identify the barriers, drivers and key persons
- Keep you focussed on the ideal outcome

## **Succession Planning**

Are you thinking about moving out of your business or retiring?

Perhaps you are considering joining a group or franchise and would like to look at all your options?

There are many important decisions business owners make during a lifetime in business, and one of the most important is how to bow out gracefully, effectively, and profitably. Careful succession planning maximises the value of any business.

All succession plans take time. Your options will be limited unless you have planned well ahead. Unfortunately many businesses do not consider the implications and interrelation of the elements that decide if you can achieve your preferred option.

Our succession planning services include:

- Helping to identify options, key people and time lines
- Evaluating the positives and negatives of each one and develop a clear written plan
- Assessing the potential to improve your business return on sale.
- Assist and refer for formal valuation
- Helping you find succession candidates and negotiate a way forward

Our objective is a smooth transition and continuation of leadership and operational management throughout the business, and achieving the best exit result for you in your preferred time frame.

## **Staff Performance Management and Structure**

Your staff are your most valuable resource and represent a major investment.

Under performing staff can and will cost you money and market share. Once described by a client as “jelly wrestling with no beginning and no end”, many businesses struggle to organise and manage their staff as well as deal with customers, suppliers, family and all the other daily pressures.

Ideology can provide assistance and resources to keep you and your staff productive and happy.

These include:

- Performance appraisals, coaching and education
- Staff and team performance management and strategy
- Job descriptions and employment conditions
- Support and guidance in managing staff problems
- Business structuring and staff planning
- Communication and information management
- Personality profiling and assessment
- Team selection and interviewing.

**Staff Education**

A study in the Harvard Business Review showed that businesses who educate their staff consistently out-perform those that don't educate.

A commitment to education underpins everything that Ideology does with its clients.

We offer a broad range of business related education in key areas that is delivered in a cost effective way with minimal disruption. Almost any aspect of business management and operations can be covered. Just let us know what you need, or we can help you identify knowledge gaps.

We will come to you, when you would like us there, and arrange for everything. Whether it's an hour at the end of the day with pizza, wine and beer (very popular with small teams and businesses), or a full day at a function centre, we have it covered.

Some popular subjects include:

- Sales and sales improvement
- Customer care and relationship management
- Managing quality and customer feedback
- Stock management and selection
- Marketing essentials
- Leadership and management – the good and the bad.

## **Business Resources and Documents**

Have you been meaning to finish that Policy and Procedure Manual and never had the time? Or never did get around to sorting out the staff job descriptions?

We can take care of these for you in a timely and economical way. Ideology has many of the basic business documents and resources available and can tailor to your requirements.

Some of the available resources include:

- Policy and Procedure Manual templates
- Specific Policy documents
- Budgets
- Job descriptions
- Customer surveys
- Warranty information
- Confidentiality Agreements

This is a broad sample of the services and intellectual property we provide to our clients. If you have any other requirements please let us know and if we can't help we will recommend someone who can.

We look forward to meeting you and thank you for considering Ideology Consulting.

Kind regards

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