

Module 9 – The Business Coaches Working Tools

Contents of this module:

1. The Personal Business Profile needs analysis (9 pages)

The needs analysis will be the first step in developing a program to help the client reach their GOALS of success in their business.

The Business Coaches Goal is to help clients moves from being “self employed earning a base wage” to running a VERY successful business.

2. 21 Business Survival Strategies (25 pages)

This document will help business owners to gain more out of their organisation?

Do you want to increase your ROI and find hidden dollars in your business?

Are you a rough diamond who only needs to be polished to unleash your true business genius?

Do you want to buy a business and have no idea on where to start?

Is your business growth stagnant and/or is not realising your dreams?

Are you looking for guidance, direction or balance in your business life?

Do you find it hard to reach your goals?

If you answered **YES** to any of the above questions then the next 21 strategies may give you a helping hand or at least re-align you onto the correct path for business success.

3. The Process of Due Diligence (81 pages)

The basic tenet of business law is caveat emptor, or in laymen’s terms “Let the buyer beware.” The full content of this session will provide the information with which you will support you in completing due diligence analysis on businesses with a turnover of less than 20M. Depending on the project size-you may also have to retain an accountant and solicitor to complete the legal and financial analysis, as these are areas where the business coach is not qualified to offer advice.

Note: If you feel that the scope of the project is outside your level of knowledge and experience, then source the help of professionals such as KPMG and PWC.

Why is Due Diligence Conducted?

There are a plethora of reasons to conduct a due diligence, listed below are just a few:

- Confirmation that the transaction complies with investment or acquisition criteria;
- Ensuring that the business is what it is proclaimed to be;
- Identify potential defects in the business and avoid a bad business decision;
- Obtaining information that will be useful in valuing the assets, and revaluing the business.



4. Strategic Business Audit – Premium (30 pages)

This Strategic Business Audit is a 30 page comprehensive analysis of your business, the questions have been designed and structured to enable the analyst to capture the most important data about your business. The audit contains **135** specific questions which cover the key areas of the business. This audit has been designed for businesses which have a turnover of less than 1.5million. The audit will require direct contact at the clients premise for approximately 4 hours.

5. Strategic Business Audit – Gold Key (46 pages)

This Strategic Business Audit is a 46 page comprehensive analysis of your business, the questions have been designed and structured to enable the analyst to delve deeply into all facets of your business and capture the most important data to help us diagnose and recommend an action strategy plan. The gold leaf audit contains **220** specific questions which cover the key areas of the business. This audit has been designed for businesses which have a turnover of more than 1.5million. The audit will require direct contact at the clients premise for approximately 6 to 8 hours and will require interviews with a number of senior staff.

6. Unleash the Leadership Within - *A Dynamic Approach to Learning the Secrets to Leadership* (88 pages)

This action packed leadership workshop will develop the candidates skills and knowledge in many areas of leadership. The candidate will acquire an overview of how leadership is practiced, and gain insights and information to enhance there own leadership skills and making their business or organisation more effective. This course is a combination of years of research and includes the basics of leadership all the way through to adaptive complex leadership methods.

