

Local Business Big Opportunities

Workshop Topics

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| 1 | Business Planning for SME's and subcontractors incorporating <ul style="list-style-type: none"> - Business review, capability and needs analysis - Business and Capacity planning | <ul style="list-style-type: none"> - Individual Business Review of each participant business to identify the skills/capability gap and form a basis for evaluation. - Business Planning, providing a framework to address the key issues and requirements to commit to proposed projects. |
| | Business Tools Provided | <ul style="list-style-type: none"> - <i>Business Assessment Template</i> - <i>Business Plan Template</i> - <i>Capacity and Resource Planning template</i> |
| 2 | Resourcing and managing the labour force growth incorporating <ul style="list-style-type: none"> - Effective Management of a larger workforce - Recruitment & selection process - Labour hire options - Implementation of new practices including OH&S, Environmental management procedures and QA system | <ul style="list-style-type: none"> - Developing a tailored company system for effective management of resources including interview techniques, job descriptions and induction programs - Contractual arrangements for labour hire - Duties & responsibilities with Safety Planning. - Quality Assurance Systems – how to value add at all stages of the business process. |
| | Business Tools Provided | <ul style="list-style-type: none"> - <i>Position Description templates</i> - <i>Company induction templates</i> - <i>Risk Management template</i> - <i>Checklist for OH&S and environmental management</i> |
| 3 | Reviewing financial resources to proceed with the opportunity: To include: <ul style="list-style-type: none"> - Financial Management and Systems/ Procedures - Costing new business proposals - Costs of compliance - The tendering process | <ul style="list-style-type: none"> - Ensuring businesses understand base level financial systems required - Establishing budgets, cash flow and funding. - Projection of capital investment requirements - Systems for Managing Job costing, labour and materials used - Preparation of tenders – how to write to win work and prepare on-line applications. |
| | Business Tools Provided | <ul style="list-style-type: none"> - <i>Investment analysis template</i> - <i>Break-even calculation tool</i> - <i>Budget and cash-flow template</i> - <i>Tips for tender writing</i> |