

Guidance Page;

BUSINESS PLAN

Suggested Content;

(Each element is used as appropriate)

♦ Introduction

- ♦ Overview of previous year
- ♦ Review of objectives.

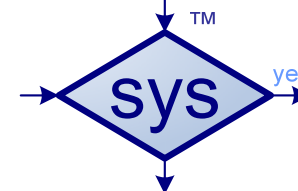
- ♦ Finance / budget statements.
- ♦ Market-related issues
- ♦ Technology Development
- ♦ Benchmarking
- ♦ HR Development

- ♦ Organization's Mission / Vision / Policies.
- ♦ SWOT Analysis
- ♦ Objectives for 3-5 years
- ♦ Resource allocation;
- ♦ Financial projections /
- ♦ Cash flow statements

- ♦ Objectives for the year
- ♦ Key Actions
- ♦ Performance indicators
- ♦ Timeframes involved



"Time to make that business decision"



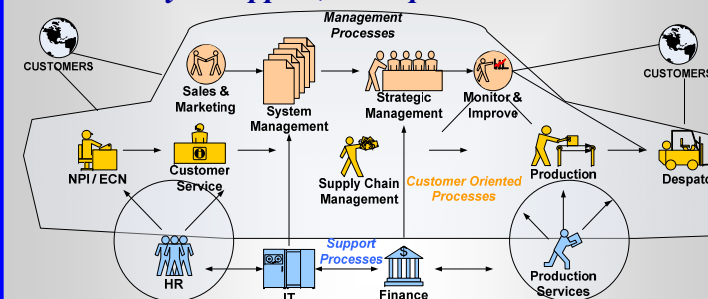
Systems Yield Success

Management Training

sys wants to help you improve your business using the Process Approach & obtain third party Approval.

This is done by providing Training, including for Management, see this brochure &

Consultancy Support, see separate brochure.



Example 'SYSTEM MAP' Showing 'Sequence & Interaction' of Key Processes

Products are delivered by professionals with competency in:

- ♦ Third party assessment,
- ♦ Group management positions
- ♦ Training & qualifying third party assessors.

We cover standards such as:

- ♦ ISO9001:2008 & ISO/TS 16949:2009

Contact us; sales@systemsys.co.uk or the web.



Business Link
www.selectsupply.co.uk



Alan Keffler
07947 676705

Management Awareness Training



Top Management

In-house ½ - 1 day Course

'To give Management at all levels of the organization the necessary information about the 'Process Approach' & related standards.'

'To give Management the facts as to their role in supporting successful implementation and aligning this with the effective running of their business.'

Course Contents

- ◆ *Course / Delegates' Objectives*
- ◆ *Background to Standards*
- ◆ *The Process approach*
- ◆ *Integrated Frameworks, e.g. ISO14001*
- ◆ *Goal of standards, e.g. ISO/TS16949:2009*
- ◆ *Support Documents, Guidance & Rules*
- ◆ *Scope & Application*
- ◆ *Management Systems requirements*
- ◆ *Strategy / Policy Deployment*
- ◆ *Process Analysis*
- ◆ *Key Performance Indicators*
- ◆ *Customer Satisfaction*
- ◆ *Standard's basic requirements*
- ◆ *Customer Specific Requirements*

This course certification states:

"Delivered by a trainer who meets the Qualification Criteria defined in the Automotive certification scheme for ISO/TS 16949. Rules 3rd Edition".

FEEDBACK EXAMPLES

"Just right amount of information / detail."

"In-depth knowledge of the TS16949 criteria."



Your Name



ISOTS
16949:2002



Customer
Satisfaction

Strategy / Policy Deployment

In-house; Tailored Workshop

A programme of work separated by a gap to develop the company Strategy.

- 1:** *Use key inputs into the Business from the Stakeholders to identify;*
a. gaps in required information &
b. an initial view on the Strategy.

Gap Work: Company collation / creation of key information identified during '1' above.

- 2:** *Review & Collate key information and documents, to agree and produce draft Business Plan Framework & validated Key Performance Indicators.*

Ongoing; e-mail and phone support provided.

Deliverables:

- ◆ *Strategy / Policy Deployment,*
- ◆ *Draft Business Plan Framework,*
- ◆ *Validated Key Performance Indicators,*
- ◆ *Increased Competence of Management Team.*

This activity aims to work with the management team both individually and in groups to give the most Effective result whilst also making the most efficient use of time .



Top Management