

What is efficiency. . .

To identify efficiency improvements Business Essence recommends the following **4 Steps**:

→ **Step 1** define the inputs and outputs of your core business processes.

→ **Step 2** determine the efficiency of your current business processes and support systems.

→ **Step 3** identify the potential improvements that meet your business needs and enable you to operate more efficiently.

→ **Step 4** involve your people in the implementation of new and improved business processes – essential to increasing individual and team performance and process efficiency. Committed leadership is also a critical component to the success of the implementation phase.

Business Essence has been operating for over 10 years providing quality products and services in 2 core business areas:

- 1 Business Process Improvement
- 2 Change Implementation

We have 3 partners and a network of specialist consultants based in eastern Australia.



Business Process Improvement

Business Essence

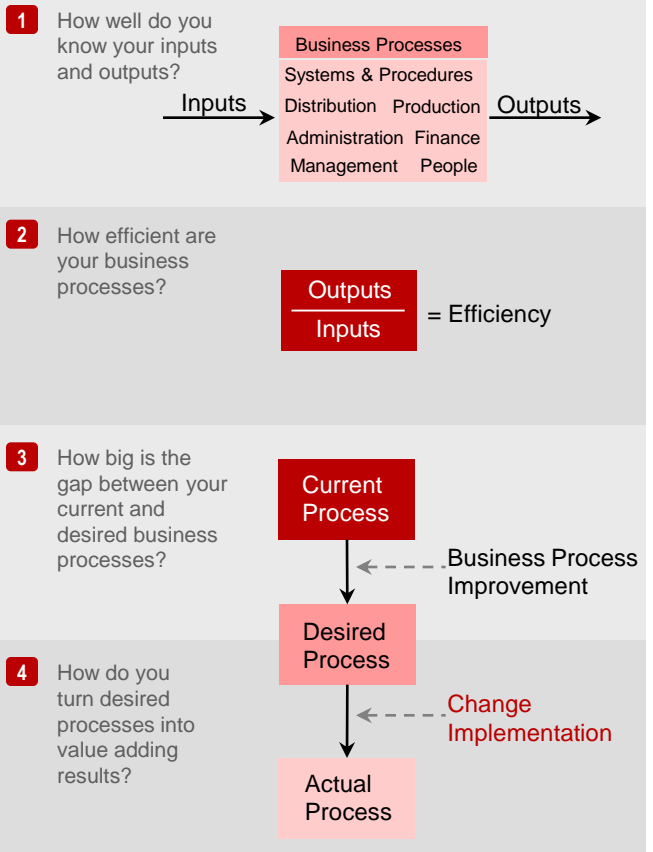


Change Implementation

Helping business and people operate more efficiently. . .

4 key Questions

that are the essence to achieving efficiency



4 key Steps

to helping business and people operate more efficiently

Achieving efficiency through. . .



Business Process Improvement

Understanding what goes on between the inputs and outputs is the first step to improving current business processes.

The tools and techniques we use to gather and map critical information are:

- **Business Reviews** - using standard process analysis techniques to ensure systems and procedures are adaptable and meet your dynamic business needs
- **Workflow Process Mapping** - our technique presents a pictorial road map of work practices on a single sheet of paper, avoiding volumes of written procedures
- **Documentation Reviews** - an analysis of how critical information is developed, controlled, updated and implemented
- **Risk Identification & Management** - interactive workshops aimed at identifying risks and developing risk management plans
- **Business Plans & Strategy** - working with your management team to identify and capture the objectives, strategies and risks in your business, and developing business plans to deliver results



Change Implementation

Process improvements need to be coordinated with effective change implementation. We help companies achieve the full benefits of improved business processes by making their desired processes become reality. Our techniques include:

- **Organisational Change** - recommending appropriate structures to suit your business processes, selecting the change implementation strategy and planning to ensure successful outcomes
- **Change Leadership** - working with your team to provide the energy, momentum and direction on the hard business areas of structure, staff and systems, as well as on the soft areas of shared vision, leadership and skills
- **Job Re-engineering** - working with people to ensure changes in position requirements or work processes are fully implemented and deliver value adding results
- **On-the-job Training** - transferring our knowledge and expertise to your team to enhance your overall performance, including personal coaching for managers and staff
- **Project Management** - working with your team to manage the implementation plan, monitor milestones, meet stakeholder expectations and manage budgets, resources and risks

About us. . .

Our aim is to provide independent management advice and consultancy services to help maximise business efficiency and opportunities.

Our style, methodologies, values and attention to detail reflect our dedication to achieving practical results with and for our clients.

Our focus is on working closely with our clients in areas where we feel we can add value and deliver results that make a difference.

Our people bring together a complementary set of management and administrative skills that provide a unique holistic capability.

Our clients include:

- Government Agencies (State & Commonwealth)
- International Freight Tracking Software Company
- Logistics Service Company (airline)
- Energy Retailer
- Clothing Manufacturing & Distribution Company
- Internet Based Photography Company
- Specialty Food Producer
- Wine Production & Distribution Company
- Subsea Service Company
- Petrochemical Manufacturer
- International & Australian Oil & Gas Companies
- International Resources Company
- International Risk & Safety Consultancy
- Industry & Employee Organisations
- Australian Record Company
- Data Management Company
- Cosmetic Wholesale and Distribution Company
- Web Based Marketing Business

Visit our website: www.businessessence.com.au for more detailed information on:

- Business Reviews
- Workflow Process Mapping
- Documentation Reviews
- Project Management
- Our Staff

Business Essence

e: info@businessessence.com.au

w: www.businessessence.com.au

a: 39 Chum Creek Road Healesville Vic. 3777
GPO Box 5029 Melbourne Vic. 3001

p: 0422 817 267