

Alignment Planning Day

Create a detailed 12-month Strategic Business plan in a Guided Workshop



ActionCOACH Training Facilities

“A clear business strategy and plan will create amazing clarity in every business”

Every business needs a clear plan that sets out the long-term goals. In this workshop we guide small businesses (1-5 staff) in determining their goals. We start by looking at why most businesses just live in the ‘now’ and never really progress, then get you moving forward. You’ll leave with a set of clear goals for the next 12 months and the confidence to make it happen!

Do you own and run a small business?

What is it you actually want in your personal life? More time, money, fun? You may be wondering what that’s got to do with your business plan? Well, your business exists to provide money to do the things you want and also the time to do them.

The purpose of this Alignment Planning Day is to ensure that the business goals are aligned with your personal goals, and to gain some clarity on the key goals. You’ll have a step-by-step plan of actions you can follow to achieve your goals.

The topics covered during the full-day workshop will include looking at:

- ▶ 3-5 year vision
- ▶ 12-18 month personal goal review
- ▶ 12-18 month business goal review
- ▶ Business opportunities and challenges
- ▶ Personal Development
- ▶ 12-18 month plan of goals
- ▶ Action plan

A major focus of the Alignment day is gathering together all the potential goals into a plan with time scales. At the end of the day you’ll walk away with a clear schedule for the next 12-18 months, broken into quarters and months so that you know exactly what needs to be done and the confidence that you can achieve it.

5-Year Plan on a single page

We’ll show you how to use a template that shows your business growth from where you are today to where you can be in five years. It breaks down the areas of money, sales and marketing, customers and your team.

12-18 Month Business Goals

The 12-18-month business goals are likely to be a combination of opportunities that you’d really like to add into the business, and issues you’d really like to fix. They will probably fall into three categories:

- ▶ Money – increasing revenue, increasing profit, improving cash flow
- ▶ Time – e.g work less hours, take more holiday
- ▶ Team – e.g outsourcing, recruitment, training, performance

What we’re seeking are the key goals, expressed clearly, particularly being measurable and having a time frame, eg ‘Achieve £100K more revenue by the end of the year’.

Our role is to guide, facilitate and advise you to achieve the outcome – a clear plan that will help you achieve your goals.

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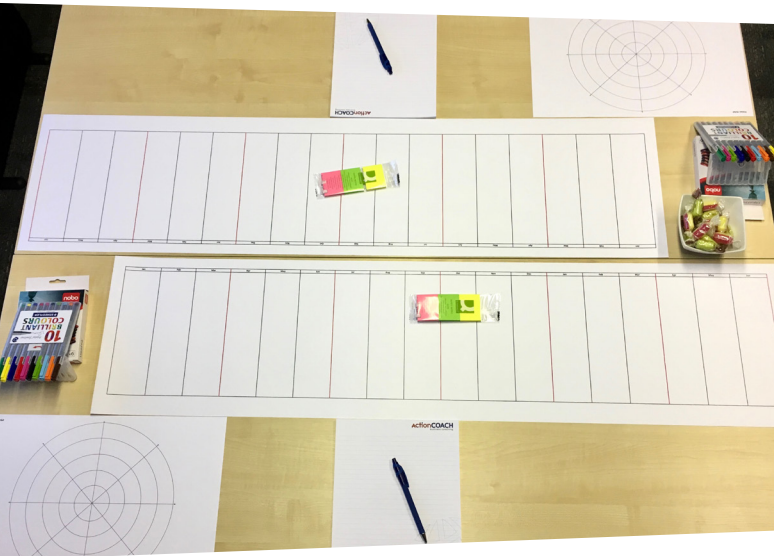
1b Thames Court, Goring on Thames, RG8 9AQ

ActionCOACH[®]
business coaching

Personal Development

Every business is perfectly designed to get the results it current gets! If you want better results - you need to design it differently. And the same applies to the business owner and any other team members - if you want better results, then you'll also need to develop better skills and habits.

Throughout the day, as you build your plan and define your goals, you'll naturally identify things you need to do better. We'll encourage you to take action in these areas with personal development plans to improve your skills in the ways that will get the results you want.



Individual or Group Alignment Day

Timings:

8:15am Breakfast (optional)

9:15am Session starts

12:30pm Buffet lunch included

4:30pm wrap-up

5pm Departure

Refreshments provided throughout the day

Venue:

*1b Thames Court
Goring-on-Thames
South Oxfordshire
RG8 9AQ.*

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Large business:

For larger businesses (typically 5-250 employees) we run a full alignment day specifically for the owners; This provides the focus and privacy necessary to determine the long-term plan and to create a comprehensive strategic plan.

By working on a one-to-one basis, we can focus purely on the needs of the business without covering other standard topics that are needed in a group alignment session. Smaller businesses who want a bespoke and focused session may also prefer this to the group workshop format.

Investment

Investment: £1700+VAT

Small Business:

Sole-trader up to as many as 5 staff? Book onto our Group Alignment Workshop, with up to 6 other businesses in the same workshop, offering a very cost-effective solution.

The group format works well for smaller businesses who often prefer the opportunity to work with and learn from other like-minded business owners going through the same process. Every business works on and completes their own individual plan.

You may optionally have two attendees from the same business, working on one plan. The extra attendee only pays a small additional fee to cover costs.

Investment:

£345 +vat per business, one attendee

£50 +vat for a second attendee from the same business

£50 +vat deposit to secure the booking

Guarantee

We've run these workshops many times and for many very different businesses. We're so confident that you will find the process and the outcome so beneficial that we guarantee it! If at the end of the day you don't feel it was worth every penny you've paid, we'll ask you to only pay what it was worth. We work on honesty and trust. No one has ever asked to pay less than the standard investment.