



ORGANISATIONAL REVIEW

As a business owner do you find you are wearing too many hats?

Do you have clearly defined departments and functions within your organisation?

Does every employee have clarity about their role and responsibilities?

Do you have job descriptions for every role in your organisation?

In order for a business to run effectively and efficiently there needs to be a clear organisation chart, which visually defines departments, functions, roles and responsibilities. Not only for the current structure, but also for one that is scalable for future growth.

We offer this service to assist you to construct your own organisation chart, giving you clarity of the key functions within your business and who has responsibility for them. An updated organisation chart will allow your business to be more sustainable, scalable and, ultimately, saleable.

Who should use this service?

If you are feeling overwhelmed in terms of the number of different tasks you are trying to do and/or have employees who could be supporting you more, then we recommend this. It will be an opportunity for you to define who should be doing what to improve efficiency and give you more time to concentrate on your main activities.

What is involved?

You will attend an initial full day planning meeting with us:

1. We'll discuss the 5 fundamentals to develop an Organisation Chart.
2. We'll follow our structured process to create an effective Organisation Chart.
3. We'll supply you with an Organisation Chart template to use as a starting point.
4. We'll provide you with recommendations and clear next steps for you to complete the first draft.

Over the next weeks you will then streamline and refine your draft Organisation Chart and submit it to us for review and discussion prior to a final meeting where we will finalise your organisational structure.

When should I have a session?

If you don't have clear job roles and position responsibilities within your organisation then we advise that you begin this project as soon as possible. Also, if you are planning for expansion it will help to clarify roles and responsibilities required for a sustainable, scalable and saleable organisation.



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Benefits of an Organisational Review

- Increases your ability to make effective decisions at a strategic level
- Helps you understand the key functions within your business and who should be responsible for them
- Gain a clear definition of the internal structure of your business
- Determine the ideal roles for the business as opposed to fitting roles to the people in your Team
- We will act as a sounding board for you to discuss your ideas
- Gain access to our collective wisdom; our systems, products and services
- Develop a business structure that you understand and have created
- Increased efficiencies and productivity in your business model
- A structure to support the future plans for your business
- Clarity for your Team about their defined roles, responsibilities and career development opportunities
- Increased Team satisfaction as they know what is expected of them within their roles
- Clarity on what functions can be outsourced
- A business that's more sustainable, scalable and ultimately saleable
- Free up more time for you to concentrate on revenue generating activities.

Are you ready to take the next step or would you like to know more?

Business name _____

Contact person _____

Email address _____

Phone numbers _____

- I would like to discuss this service further to gain a better understanding of what this involves
- I would like someone to contact me about other Business Development services that Malloch McClean offers
- I wish to engage Malloch McClean to provide an "Organisational Review"

Please scan and email this side of the form to events@mmca.co.nz or fax to **03 214 4166**

You are welcome to drop this off at **101 Don Street, Invercargill** or Post to **PO Box 1402 Invercargill 9840**.

