



Norfolk

Time to explore

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Leading learning and skills

Your Profit Through Productivity Programme

The PTP programme is made up of 8 key stages, including 1:1 business coach visits, best practice workshops masterclasses and seminars.



	Introduction - Planning - Benchmarking		Business Improvement				Review - Benchmarking - Next Steps	
Stage	1 Initial 1:1 business coach visit	2 Induction Planning and Training	3 2 x specialist 1:1 on-site clinics	4 2 x best practice training workshops	5 Management Masterclasses	6 'Skill Build' Seminars	7 Recognising Achievement	8 Benchmarking
Activity	<p>Meet with your specialist business coach.</p> <p>Begin benchmarking using 'The Business Health Check'.</p> <p>Identify priorities for action.</p> <p>Devise business improvement plans.</p>	<p>Take advantage of and use the Best Practice Forum's Induction Training Pack in your business.</p> <p>You or a colleague will receive training as an Induction Trainer.</p>	<p>Choose from a wide range of 1:1 on-site clinics which most suit your needs, e.g. eMarketing, team development and boosting sales and improving productivity.</p>	<p>A range of half-day best practice workshops is available to choose from, such as 'Business Planning', 'Making eCommerce work for you' and 'Managing team performance'.</p>	<p>Essential Best Practice hints and tips on managing your business and your team.</p>	<p>A series of half-day seminars for you and your staff including 'Restaurant Front of House', 'Using Local Produce' and 'Wine Service'.</p>	<p>Become accredited as an 'Excellence Through People' employer.</p> <p>Enter your business for the Business Excellence Awards.</p> <p>Take the opportunity to gain national recognition for you, your business and your staff.</p>	<p>Benchmark your year-on-year performance using 'The Business Health Check'.</p> <p>Receive benchmarking reports showing how your business measures up against the competition and best practice.</p>
Location	At your business 3 hours	At a local venue 3 hours	At your business 2 x 3 hours	At a local venue 2 x ½ days	At a local venue 2 hours	At a local venue 3 x ½ days	At your business/ at a local venue	At your business
Who	You and your business coach	You/a colleague and up to 14 other businesses	You/colleagues and your business coach	You/a colleague and up to 11 other businesses	You/a colleague and up to 14 other businesses	You/a colleague and up to 19 other businesses	You and the Best Practice Forum	You and the Best Practice Forum
Dates	Jun - Jul 2007	Jun - Jul 2007	Jun - Jul 2007	Jun - Jul 2007	Sep 2007	Sep - Oct 2007	From Oct 2007	During 2008