

## **Business Efficiency Process**

1. Get executive buy-in and support  
**Benefit—ensures cooperation, models behavior for employees, saves time and resources**
2. Evaluate company's mission  
Determine strategic objectives for:  
Employees  
Customers  
Quality  
Financial Performance  
Operations  
Products/Services  
**Benefit—clarifies goals and objectives, gives confidence to employees**
3. Assess departments for structure, functions and business activities  
**Benefit—determine company's strength and weaknesses**
4. Develop job descriptions based on sets of results  
**Benefit—empowers employees with knowledge and expectations, increases productivity and profitability**
5. Develop departmental structures  
Group work according to skill category and skill level for both managerial and non-managerial  
**Benefit—increased productivity**
6. Organize overall corporate structure and finalize Org. Chart  
**Benefit—gives employees stability, reduces stress**
7. Identify improvement opportunities and paths for employee advancement  
**Benefit—clarifies strategic direction, simplifies long-term planning, identifies solutions**
8. Implement development programs  
Training  
Coaching  
Guidance  
**Benefit—develops core values and guiding principles, increases employee satisfaction, reduces employee turn over, reduces ongoing expenses**