

## MANAGING YOUR CURRENT OPERATIONS

- Can you explain clearly how you operate now?

AUTHOR helps you to **focus on what you do**, and **why you do it** – you will identify blockages, role ambiguity, duplication, and redundant activities.

- Do your staff know their roles and responsibilities, and how they affect and support others?

AUTHOR helps you focus on **how** things are done, **who** is responsible and who else needs to be **involved**.

- Can your staff rely on accessing up-to-date information and documents easily?

AUTHOR provides a **central document register** as an **integral** element of your management system.

## MANAGING YOUR FUTURE

- Do you know the key risks to your business?

AUTHOR **creates immediate value** through the identification and classification of significant risks.

- Is defining and maintaining your management system a real effort?

AUTHOR applies changes with 'one click', **minimizing time and effort** to keep your management system current and compliant.

- Do you lose valuable knowledge and expertise when staff leave?

AUTHOR **makes it easy** for you to document, communicate and improve how you work.

## MANAGING YOUR PEOPLE

- How quickly do new recruits become productive and make a real contribution to your business?

AUTHOR **facilitates induction** for new staff by providing a **visual representation** of how your business operates at task, role, and organisational level.

- Is your business developing faster than your people?

AUTHOR enables the **delivery of training** focused on current operations, and provides the **essential understanding** to allow changes to be introduced easily.

- Is compliance with an external standard an imposition or a real business benefit?

AUTHOR **integrates** regulatory compliance with all **day-to-day operational tasks** and activities, and ensures that your management system is a **real business asset**.