



## “Hands on Management Support”

*Small and Medium sized Business Owners,*

*Do you need to:*

- have a break?*
- find a Part Time General Manager to help advise, and assist?*
- go on Holiday and not worry about your business?*
- take care of an unexpected emergency but still need your business to function?*

*Did the Owner/Manager pass away, and the business need to continue?*

### **Maybe We Can Help!**

#### **While you are away**

We can assist with a daily/weekly onsite visit to your office, or maybe just deal with any issues as they arise on the phone. While at your office, discuss any issues with staff, then talk to you, and/or make decisions with your approval.

Review your mail, and if authorised act on same or advise you what is in the mail. Deal with any Management Issues that may arise.

#### **Prepare or monitor jobs/quotations**

Need to make sure work still gets done, or help with an urgent quote.

We can help with monitoring of Quotes and/or Jobs, acceptance of quotes while you are not able to do so.

We will work with you on all these issues.

#### **Part Time Management**

If you are nearly ready to employ a fulltime General Manager but aren't quite ready to take the plunge as yet, why not let us help you define the Job Spec, while also analysing your systems, maybe act as Part Time General Manager while you decide what you really need. This can also include Cash Management, Forecasting, Refinancing, or looking at expansions.

#### **Other Services**

Any other Management Issues you may want to discuss, but don't have anyone to talk to?.

#### **Confidentiality**

All details as always are treated in very strict confidence.

#### **Charges**

As with all things there is a charge for these services.

Our general charges are as follows:

- Management help Between \$65 and \$200 ph
- Part Time Manager From \$80 ph/ From \$350 per day
- Other requirements Lets discuss it!
- Can't afford it but still need it, call us to discuss the options.

**Need more info?**  
**Contact Gerry today to discuss your requirements**

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## Credentials

Gerry van Niekerk is a qualified Accountant with experience in: Systems development; Dealing with Staff at all levels; Client Liaison - local and overseas; Dealt with Banks, Suppliers, Debtors and other Organisations; Budgets; Forecasts; Hands on if need be.

## Definition of a Manager

A Manager is normally the person responsible for planning and directing the work of a group of individuals, monitoring what needs to be done, and guide or take corrective action when necessary.

The manager must be familiar with the work of all the groups he/she supervises, but does not need to be an expert in any or all of these areas. It is more important for the manager to know how to manage than to know how to do their work well.

A manager may have the power to hire or fire employees or to promote them, or may only recommend such action to the next level of management.

## Art and Science

Management is both art and science. It is the art of making people more effective than they would have been without you there. The science is in how you do that. There are four basic items to consider; plan, organising, directing, and monitoring.

## How to make the Team More Effective?

An example is where say 4 workers can make 6 units per day without a manager. If I hire you to manage them and they still make 6 units a day, is there any benefit to the business of having hired you? If however they now make 8 units per day, as a manager you have proved your value.

## Planning

Management starts with planning. Good management starts with good planning. And proper prior planning prevents... well, you know the rest of that one.

Without a plan you may never succeed. If you happen to make it to the goal, it may have been skill but probably more good luck.

Decide on a goal, then figure out the best way to get there. What resources do you have? What can you get? Compare strengths and weaknesses of individuals and other resources.

**TIP:** *One of the most often overlooked management planning tools is the most effective. Ask the people doing the work for their input.*

## Organising

Now that you have a plan, you have to make it happen. Is everything ready ahead of your group so the right stuff will get to your group at the right time? Is your staff prepared to do its part of the plan?

Are the workers trained? Are they motivated? Do they have the equipment they need? Are there spare parts available for the equipment they use in case of a breakdown? Has purchasing ordered the material? Is it the right stuff? Will it get here on the scheduled date?

## Directing

Now advise people what they need to do. Give some clear direction, don't do their job for them but try and determine if the way its being done is the best way to do it. Write it down in your office manual. When that person is not there can anyone else take over the job by following the written instructions. It may mean the work can continue without that person.

## Monitoring

Now that everything is moving, make sure it's all going to plan. When it's not, the Manager needs to step in and adjust the plan.

Problems will happen. Someone will get sick. A part won't be delivered on time. That is why you developed a contingency plan in the first place. When something is not going to happen, have a procedure in place to advise the client and to reschedule the work. Direct the people who will make it happen, and continue to Monitor the effect of any changes.

## Good Luck!