



Evaluate Your Condition

Planning

- Company Policies
- Profit Planning
- Capital Management
 - Rate of margin acquisition
 - Rate of overhead absorption
- Short and Long Range Goals

Organization

- Organization Analysis
- Key Man Incentives
- Communications
- Management Reports
- Executive Appraisals

Economic Studies

- Feasibility Studies
- Competitive Analysis
- Employee Benefit Programs
- Long Range Incentive Plans
- Product Line Analysis
- Product Planning and Development

MANAGEMENT

Production

- Plant Layout
- Maintenance Handling Methods
- Quality Controls
- Planning and Scheduling
- Preventative Maintenance

Office

- Organization Analysis
- Cost Control Planning
- Clerical Work Measurement
- System and Procedure Analysis
- Work Simplification
- Records and Forms Control

Personnel

- Wage and Salary Administration
- Supervisory Management
- Employee Training
- Job Standards and Evaluation
- Wage Incentives
- Retirement Plan

Purchasing

- Procedures and Controls
- Inventory Control
- Specifications and Standards
- Value Analysis Programs

OPERATIONS

General Accounting

- Simplified Accounting
- Systems and Procedures Analysis
- Profit and Expense Control

Cost Systems

- Costing Methods
- Cost Controls
- Cost Analysis

Reports

- Profit and Loss Statement
- Balance Sheet
- Daily and Weekly Cost Reports

Information Systems

- Systems Analysis
- Programs
- Installations
- Evaluations

CONTROL

Planning

- Financial Reorganizations
- Capital Structure
- Long Range Policies
- Use of Funds

Control

- Cash Forecasting
- Budgeting of Operations
- Expense Allocation
- Employee Training

Economic Analysis

- Financial Ratios
- Source of Funds
- Reserves
- Equity Funds

FINANCE

Sales

- Organization
- Compensation
- Sales Forecasting
- Market Analysis
- Sales Lead Development and Control

Service

- Customer Support
- Follow Up
- Satisfaction Levels
- Response Time

Advertising

- Budgeting
- Sales Promotion
- Market Research
- Agency Selection

Public Relations

- Industry
- Stockholder
- Employee and Union
- Government and Community
- Environment and Health

MARKETING

BUILDING BLOCKS OF BUSINESS