



# YourBusinessBuildit™

[www.yourbizbuildit.com](http://www.yourbizbuildit.com)

THE BUILDING BLOCKS TO CREATE GROWTH,  
FLEXIBILITY AND THE PEOPLE IN YOUR BUSINESS.



“We are  
committed to  
your success.”

We put our money where our mouth is, we walk the talk, we know our stuff and we are committed to you.



# We will empower you

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The **Your Business Build It** programmes will empower you to direct the growth of your business and allow you to create a strategic plan of where you want your business to go, distilling your vision, purpose and core values.

The purpose of delivering these workshops is to guide small businesses in their expansion and allow them to progress. They will strengthen your business's management team, by aiding you in creating a strategic business plan.

## WHAT CAN YOU EXPECT TO GET OUT OF IT?

- Understand what drives your employees
- A personalised strategic business plan
- Ability to lead and effectively manage people
- Competency in managing and measurement of performance



## Who should go on these workshops?

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**Your Business Build It** is different to other management development programmes. We recognize the exclusive difficulties small to medium businesses face when competing in a large market.

The workshops are designed for key members of staff and particularly the owners/directors of small to medium businesses. We have worked with a diverse group of businesses when delivering this programme.

### YOU WILL BENEFIT FROM THESE WORKSHOPS IF YOU...

- Own a small to medium business
- Play an integral role in the day-to-day running of the organization
- Are currently involved in making key decisions about the business direction
- Are being groomed for a key role in the business





## Programme Benefits

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**Your Business Build It** will leave you with an extensive knowledge of what drives business growth and how to communicate with your staff. You will have a strategic business plan which will empower you to drive your organisation's journey. You will have gained many new skills to add to your business tool kit.

### PROGRAMME BENEFITS

- Better understand your business through a one page strategic business plan, therefore contributing to the growth
- Have clear goals and the tools to implement the action to be taken to lead your growing business
- Communicate to lead, coach and empower your team with management excellence
- Know your culture, your values, your mission and then learn how to actualise throughout the business
- The aim is that your business becomes more profitable, whilst at the same time allowing you greater freedom to spend less time in the business should you so choose.



## Rave Reviews

### **IAN DOUGLAS** (General Manager, The Hills Golf Club)

"The management group on the course came away with a new perspective and some fantastic new skills to use in both our work roles and our personal lives. When we get the opportunity we will go back to the Your Business Build It program, and make use of the opportunities that the team can offer. I would recommend this program to anyone and in particular anyone that wants to make a positive change to their business or personal life."

### **CRAIG HAYWOOD** (Director, DesignBASE)

"At last we have conquered the frustration of getting our people on the 'same page'. Mike and Amanda have turned a daunting task into a joy by facilitating the ease of a strategic planning process. Within two days Mike and Amanda transformed our chaos into clarity. Almost like magic they untangled our thinking and guided us to focus on the bigger picture. The hidden gem is in the aid of distilling your vision, purpose and core values to a single page. Occurring in the comfort of a stunning Queenstown backdrop and coupling with fine dining at the Hills Golf Club – The whole experience is Simple and Superb!"



## How does the programme work?

The format of the Your Business Build It includes a mixture of workshops, real life simulations and group discussions.

We teach in a way that facilitates all learning styles, we believe in a fun, relaxed and honest environment. Each participant will leave the programme with a comprehensive tool box designed for their business.

### WHAT WILL BE COVERED?

#### BLOCK 1

- **Tactical Business Planning** - Focus on 1 year, quarterly and monthly business goals, business alignment strategies and detailed situational analysis.
- **Communication skills for Leadership excellence**  
Focus on effective communication and overcoming barriers to communication, negotiation and influence skills, listening skills and conflict resolution.
- **Leading a Growing Business** - Focus on leadership functions and situational leadership, communication strategies and inspiring others.
- **Strategic Business Planning** - Focus on business vision, purpose and values, a one page business plan and 3-5 year business goals.

#### BLOCK 2

- **Management Excellence** - Focus on driving performance and key performance indicators, risk management and problem solving, project management and work based improvement projects.
- **Coaching Skills for Leadership Excellence**  
Focus - the effects of the use of power, empowering your team, motivation strategies and coaching for performance.
- **Optimal Performance** - Focus on time management and decision making, team work and effective meetings, personal performance and goal setting.
- **Powerful Presentations** - Focus on motivational and impactful speaking, developing confidence and presentation tools.



## Your Trainers

The trainers at Your Business Build It provide a great mix of academic and practical expertise. Their business acumen is praised by both National and International Companies.

They share their real life experiences in a flexible learning environment surrounded by nature in beautiful Queenstown with time for a round of golf or a trek up the mountains after the programme ends.



### Amanda Mortimer (BSc Hyp)

Amanda is from the UK and has been in human development for 24 years, she held the role as the Director of Education for Europe the Middle East and Africa, based in London for the Estee Lauder group of Companies. She has run her own business in the UK, manufacturing and distributing to leading retailers and now runs a licensing coaching business Internationally and Your Business Build It with Mike Catton here in New Zealand.

#### LEONARD LAUDER VP ESTEE LAUDER GROUP (Estée Lauder Cosmetics, New York)

"I wish to thank you personally Amanda for the sales and service training our personnel have received in Ireland, the growth in the sales there is largely due to the professionalism in your training."

#### JAMES CODDINGTON (CEO, NZSki)

"I have had the pleasure of working with Amanda at Your Business Build It to deliver leadership training to our senior leaders in our company. Right from the first meeting they understood our requirements, culture and vision for our company. They had an amazing ability to take our learnings to a whole new level while giving credit to where we are now. Amanda is the best presenter I have had the pleasure of experiencing. We are not an easy bunch of people to deliver to and Amanda did a fantastic job in connecting to the various personalities and challenging the group to try new ways of looking at things. We at NZSki are excited about our training with Amanda and are already looking forward to our next journey together".

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FOR MORE INFORMATION PLEASE CONTACT

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## Mike Catton (BEng (Hons) Qualified as a Chartered Aircraft Engineer in 1999)

Mike served 11 years in the British Army and in his capacity as a Chartered Aircraft Engineer he led teams of up to 120+ and deployed on operational tours of duty. As such he developed practical hands on leadership and management experience. In the decade since leaving the military, his focus has been on people and how they can best perform, either as individuals or in teams, such as in business. His work has won international awards and he is passionate about the practical application of the latest research into human performance.

### RAY POLSON (Canterbury Branch Chairman, Institute of Directors)

"Mike presented on skills for a Chairman to communicate better with the board. Feedback from the attendees was highly complementary. Members reported that the seminar exceeded their expectations and they learnt a lot from Mike in an interactive, fun environment."

### EMMA GARDINER (General Manager, Thrifty Car Rental New Zealand)

"Mike, the last two days were perfect. You understood our needs and catered for them beautifully - clearly achieving the requested outcomes. You have not only set us on a journey with a clear bright vision but you have provided us with the tools that will enable us to continue on that journey on our own should we choose to. I have been to many of these types of sessions and never has the value of the facilitator been more evident. We look forward to working with you on an ongoing basis (and I mean every word of it!)."

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FOR MORE INFORMATION PLEASE CONTACT

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## Programme Details

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The **Your Business Build It** management for business growth programme is a seven day programme, it is held over two blocks, these are held in August and October each year. Please check the website for the dates and more details.

### PROGRAMME FEE

- **Whole package** rate is \$16,000 (+GST)
- **Early bird** rate is \$13,000 (+GST) booked before the last day in March each year
- **You could qualify** for an NZTE (New Zealand Trade and Enterprise) voucher which contributes to the cost, so you could just pay \$8,100 (+GST)

The courses run in Queenstown are run annually in August and October.

(Inclusive of all tools, refreshments and lunch, and a half day Queenstown experience).

Travel and accommodation not included.

Registered to accept NZTE capability development vouchers.



## More Rave Reviews

### **SCHIPPOL AIRPORT** (Travel Retail Manager, Kappe Schippol Airport Holland)

"Amanda congratulations on being voted the 'The Most Professional and Effective Trainer in Europe' by all the staff at Kappe Schippol. Our expectations are high and in all areas you excelled, thank you."

### **EMPOWER MASTERPAY** (Karen Dale, Managing Director)

"A well constructed, highly interactive day with 100% engagement from the team, Mike read the group well and made it not only a great learning experience, but a lot of fun. Team comments included: "An excellent day!", "A very worthwhile experience.", "An excellent learning experience and I had fun at the same time.", "Thanks for a great day."

### **JADE SOFTWARE**

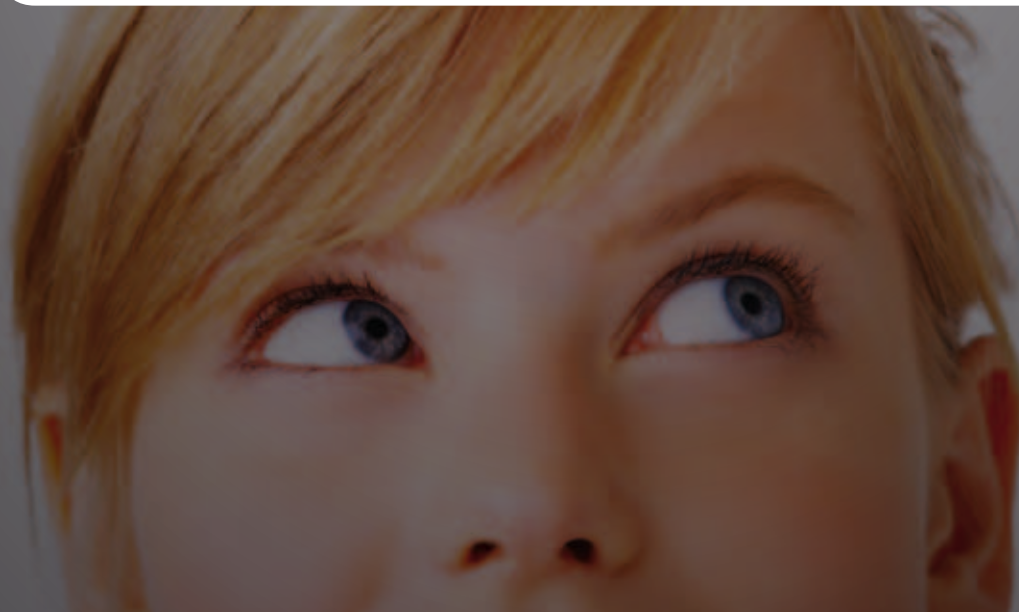
(Colleen Bardsley, HR Director)

"I have just been over with a few of the team now chatting and it is amazing how much they have thought about since your session. Thanks for your professionalism, organisation, and flexibility and for opening many doors for us to explore and continue to build a high performance culture."

### **CREATIVE CONVERGENCE ADVERTISING AGENCY UK**

(Malcolm Wright, Managing Director)

"Without your input Amanda, our company would have lost two of our largest clients, thank you for your insight, perseverance and delivering exactly what our business needed, I look forward to working with you again in three months."



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