

New Entrepreneur Mentorship – 3 Month Contract (Not Extendable)

This lower investment mentorship is aimed at new entrepreneurs or start-ups needing guidance, support and a structured format to grow their business knowledge base. This is achieved through the process of sharing skills, experience, and insights with an entrepreneur that is relevant to their need within their business role. This is a personal knowledge and growth development journey, engaged in over time between mentor and client.

This 'over time' element is crucial to a mentorship programme as it allows insights to be implemented, practiced, and adapted while under the guidance and support of the mentor.

Includes all necessary business methodologies / templates and:

- 2x hours one-on-one mentorship engagement via skype (1 hour every second week OR 1 x 2 hour session per month)
- 1x hour (up to) prep/follow up work (non-cumulative)
- 2x hours (up to) telephone, email or other support (non-cumulative)

***Note this is a reduced investment programme for qualifying start-ups, small entities only. Qualifying criteria on request**

** Total time investment – up to 5 Hours per month (6 hours in first month due to assessment/planning)*

Business Structuring Mentorship – Six Month Contract

Continuous guidance related to your required business model; market and statutory requirements; and long term goals according to a structured framework.

These sessions are with the entrepreneur only or with additional participants, all attending together. Joint sessions offer the benefit of collaborative efforts and shared knowledge within the management team – maximising implementation, follow through and management of the insights gained.

Includes:

- 4x hours mentorship engagement – 1 hour / week OR 2 x 2 hour bi-weekly sessions / month
 - 2x hours (up to) prep/follow up work (non-cumulative)
 - 2x hour (up to) telephone, email or other support (non-cumulative)
1. A detailed and structured methodology designed relative to your business needs
 2. All required documentation / templates as and when required for structuring, operational, management, statutory and strategic excellence

Also offering mentorship for partnerships/teams from 2 to 4 participants at a time

** Total time investment – up to 8 Hours per month (8-9 hours in first month due to assessment/planning)*

Executive Coaching – Minimum 3 Month Contract

Why Executive Coaching?

Like business mentorship, executive coaching uses the skills and experience of the coach and focuses on personal development of the individual within a business context. Unlike business mentorship, executive coaching is outcome based, within a specific time frame, i.e. for a specific purpose (i.e. to prepare the individual to take up a new position). Often Executive Coaching is engaged for a participant by a superior to prepare them for the new roles, or it could be an entrepreneur needing specific development in an area within a time frame.

Executive Coaching with The Business Couch involves using the skills and experience of the Coach to assist the development of individuals within their organisational context. This includes executives at senior levels, to managers at other levels within the organisation. Financial investment is based on level of input required, relevant to the role.

Includes:

- 1-3 hours Initial entrepreneur assessment: Goals, timelines, expectations and agreed deliverables in the Coaching Contract – including an initial face-to-face meeting; email correspondence and skype liaison if and where needed
- 4x 1 hour weekly skype sessions
- 1x monthly report back (goals achieved, status report; objective analysis and supervisor report back If required) (up to 2 hours non-cumulative)

Management; Strategic and high level leadership coaching offered tailor made to the individuals needs

**Total time investment – up to 9 hours for the first month, thereafter 6-7 hours*

THE BUSINESS COUCH



Services and packages

The service packages herein have been developed to best meet the needs of entrepreneurs and companies in their respective growth and development roles.

The Business Couch is always open to further discussing your needs and tailor making a solution package that best suits your requirements.

For any further information or specific investment rates on packages, please contact me on robyn@thebusinesscouch.co.za

Service Offerings Entrepreneur Development

Bespoke Consulting – per hour

Specialising in the practical application and impact of diverse business issues, including:

- > Shareholder and director relations > Shareholder agreements / Contracts / Mols
- > The Company's Act > Corporate Governance > Business structuring
- > Business transitioning, managing & growth > Executive / EXCO Leadership development
- > Improving team communication & effectiveness > Strategy implementation / training

SMME Governance Analysis (>R5m turnover per annum and / or >10 staff)

Includes:

1. Approx. 1 hours collating information and Q & A, via email
2. Includes a governance report and recommendations

* Total time investment – approx. 2–3 hours – low level of detail

SME Governance Analysis (R5m -R35m turnover per annum and / or < 10 staff)

(Companies above the SME criteria will be quoted separately upon consultation of needs)

Includes:

1. Approx. 1–3 hours collating information, questionnaires and Q & A at premises
2. Includes a detailed governance report and recommendations

*Total time investment – approx. 5 hours – med. level of detail

Implementing a Corporate Governance Framework

Includes:

1. Assessment and recommendations, discussion and development of a relevant framework with processes, procedures and internal controls (up to two days)
2. A detailed governance report with recommendations implemented in the sessions
3. Accredited and structured methodologies and corresponding documentation / templates as needed
4. Training of executive management: Relative aspects of Corporate Governance; The Companies Act; Delegations of Authority; Strategic Management; Leadership (one day)

*Total time investment – up to two days assessment on site and analysis report with recommendations, and up to one day implementation and training on site

Implementing a Board of Directors

Managing all aspects from concept to first board meeting. (Time duration – over 6 weeks)

Developing the framework; meeting with executives to plan the way forward; advertising for non-executive directors (through IoD SA.)

Personality profiling of all directors; King IV/Company's Act compliance with Board Development; analysis and assessment of all directors capabilities; ethical guidance and compliance.

Includes:

1. All documentation; templates; IP provided by The Business Couch
2. Training of executive directors / company secretary on format and follow through

* Total time investment for complete set-up – up to 30 hours

Serving in Independent Non-Executive Director Roles (INED)

Serving on small to larger SMEs and SMMEs boards

Includes:

- 3–4 x hours board meeting participation as an INED every second month
- 1 x hour board preparation prior to meeting (reading of board pack)
 - 1 x hour follow up (checking of minutes; action items)
 - 2 x hours (up to) inter board meeting support (non-cumulative)

*Total time investment – max. 8 hours over two months

Serving as Chairperson in Independent Non-Executive Director Roles (INED)

Serving on small to larger SMEs and SMMEs boards

Includes:

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| 3–4x | hours board meeting participation and management of meeting as an INED Chairperson every second month | 2x | hours (up to) inter board meeting support (non-cumulative) |
| 4x | hours (up to) board preparation prior to meeting –liaison with company executives; preparation of agenda and board pack (non-cumulative) | | |
| 3x | hours (up to) follow up – organising transcribing of minutes; checking and distribution of minutes; actions items; managing of director roles | | |
- For larger companies – a bi-monthly (between board meetings) chairperson/managing director meeting in person or via skype is recommended to ensure momentum, addressing urgent issues and completion of action items. This rate is discussed on an ad hoc basis
- * Total time investment – 8 – 13 hours over two months (pending company size/board needs)

Service Offerings

Leadership Development

Time To Think® Workshops

What is a “Thinking Environment”?

The Thinking Environment was developed when it was recognised that the quality of everything we do is based on the quality of our thinking first. And, the quality of the attention we give to others, determines the quality of their thinking. For any organisation, team or individual who is in a leadership or managing role, or needing to strategize with a team or enhance their own listening, thinking and attention giving skills –it is a workshop experience that will transform your business relationships, your listening and thinking skills and inevitably the outcomes you desire.

These workshops empower individuals with the opportunity to explore and practice the ways everyday work and business communication structures such as meetings, dialogue, discussion, consultation, presentations, facilitation, interviews, resolving conflict, and working with colleagues and staff can be transformed into clear-thinking, invigorating, positive experiences.

The workshops range from half-day (condensed) to full-day (detailed) workshops. Prices quoted are for 10 participants. Due to the practical participation component, workshops can only accommodate up to 14 participants per workshop. Each participant receives a detailed manual on all aspects covered in the workshop. Refreshments are only provided at The Business Couch's own Thinking Environment workshops, as listed below.

1/2 Day Course at Clients premises – up to 10 persons

(four hours – excluding breaks and refreshments)

Additional workshop participants for 1/2 day course (11 – 14 persons) – extra per person

Full Day Course at Clients premises – up to 10 persons

(seven hours – excluding breaks and refreshments)

Additional workshop participants for full day course (11 – 14 persons) – extra per person

The Business Couch – 1/2 day workshops at our own venue

(as and when advertised) including refreshments – individual bookings taken

Executive Profiling – Contribution Compass

Why profile people in your company?

The Sirdar Contribution Compass is a profiling system and people development approach. It enables people to understand both their area of maximum contribution to a team, company, or organisation and how they can leverage the most value for themselves and for their organisation.

When there is a balance of natural energy around a board room table, in an executive or management group, or across the operational or frontline team, there is a much more effective flow, and in turn results, achieved. A company that is focused on maximising its growth opportunities should commit to consciously understanding and bringing into balance the natural energies of its board, team and key functions.

Profile Sessions Include:

- 1/2 – 1x hour pre assessment with the client either in person or via skype, identifying the client's needs and providing an overview of the purpose and application of the Contribution Compass
- 1x hour, guiding the client through the results after completing the profile with coaching on implementation, maximising contribution and return

Additional Offerings:

Contribution Compass Profiling Session & 1x Token

Additional Contribution Compass Profile Tokens Only (no Profiling Session)

Half day Contribution Compass Training Programme's (up to 16 pax, No tokens)

Bespoke Training Programmes