

**PROFITABLE
TRADIE.**

Welcome To The Webinar!
(Don't worry if you can't hear us yet
- we'll be muted till 9:20am)

**Grab Yourself A Piece Of Paper, A Pen And A
Coffee Or Tea And We'll Be Getting Started
Bang On 9:30am
Tony**

**HOW TO GET
YOUR OFFICE
WORKING LIKE A
WELL-OILED
MACHINE...**

**PROFITABLE
TRADIE.**



Client Wins!!!



JMW Electrical



**Electrical &
Automation Services**



Sharp Plumbing



Moods Plumbing



Glen Innes Glass



JAN
19th

PHONE
CALL
THURSDAY

What's Coming Up?

Q&A WEBINAR

18th January

BOOTCAMP

Friday 10th March
Auckland, Systems

Christmas Close
Dates

23rd December 16 – 9th
January 17

10 Minute Tactic

Monday 9th Jan 2017

2017

PRIORITABLE
TRADIE.

BootCamp Education Webinar Newsletter 15 Min Calls 10 Minute Tactic Q&A Webinar Public Holidays

BootCamp Dates, Topics & Location:
(Friday) Jan - April
March 10th - Systems (Auckland)
June 16th - Numbers (Auckland)
September 8th - Sales (Wellington)
November 24th - Team (Auckland)

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

Calendar...

DECEMBER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2































$$\text{Break Even} = \frac{\text{Fixed Costs}}{\text{Gross Profit Margin}}$$

e.g. Office Manager = \$50,000
Gross Profit 40%

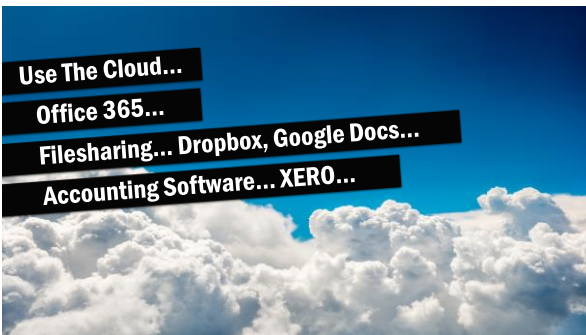
Office Manager = \$50,000
40%
= \$125,000 per year
= \$10,416 per month
= \$2,404 per week

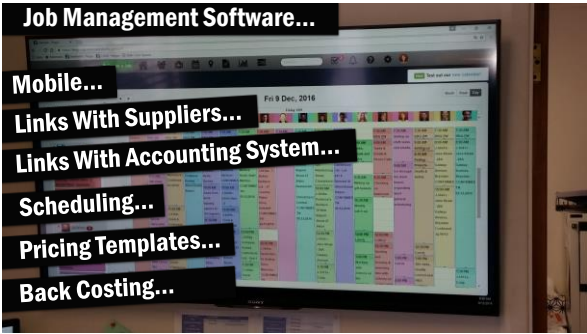
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Monthly KPI's...













SAP or ZAP...?



The Right Tools...?

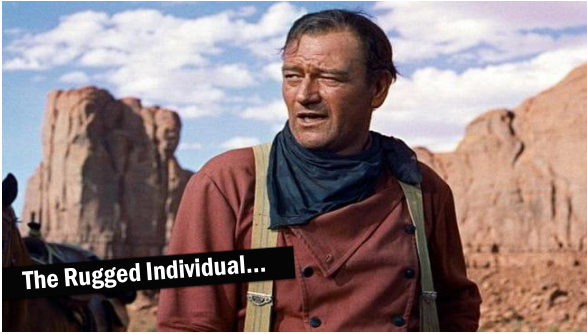


4. Systemise...



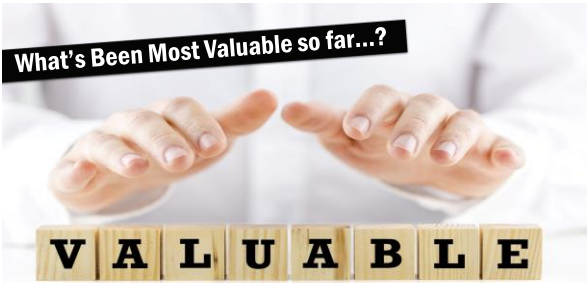




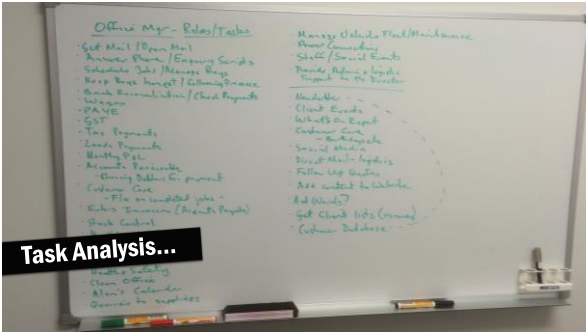




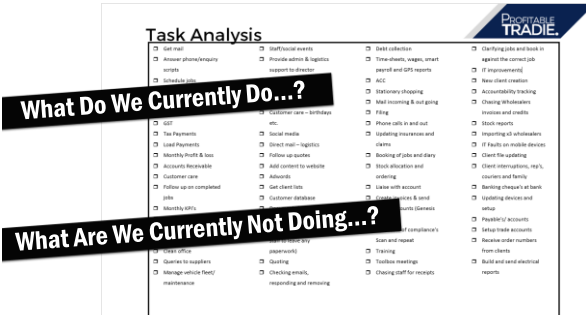








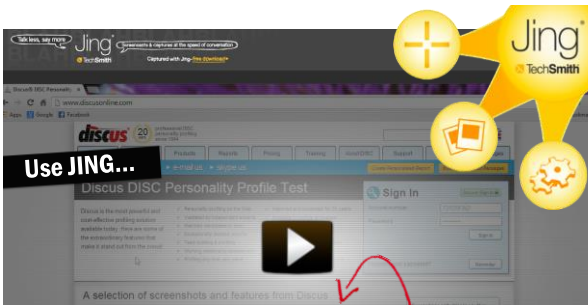
Task Analysis...



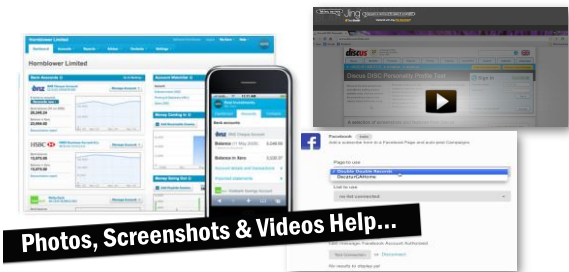
What Do We Currently Do...?

What Are We Currently Not Doing...?

15

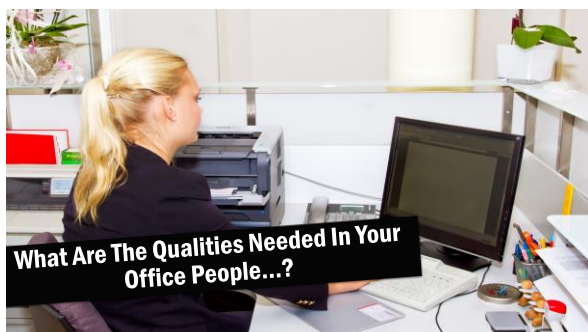


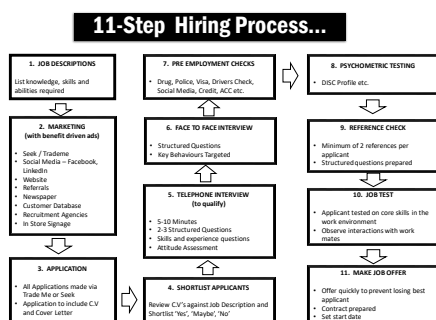
<https://www.techsmith.com/jing.html> Download it Here



Hiring...?







[illegible]

Interview...

Writing & Numbers Test...



You have 25 Minutes to Complete These Tests.

- Write $\frac{1}{2}$ as a decimal and as a percentage?
- What is 20% of 2000?
- How many square metres are there in a room $10\text{ m} \times 5\text{ m}$?
- What is the Capital of Australia?

2. Please rewrite this excerpt from piece of marketing material for a building company. The title of the sheet was "50 Secret Owners of Recently Built Homes Wish they Knew Prior to Signing their Building Contract."

"New home building is a purchase unlike most others. When you can have a choice on the outcome, it takes longer than most other purchasing transactions and therefore the ability for the buyer and the contractor to be competitive is even more important.

It is the largest purchase that most people will undertake in their lives and therefore having trust and assurance from these people forms the crux of your home is important.

It is the venue for spending a good part of your life entertaining friends and family and most importantly it is home to the family where memories are created and cherished. It is important that one takes the time in having an input into creating an environment in which they can call home. The beauty about creating a new home is simply that you have the opportunity to have input into creating a home and it doesn't become just another home.

This is the basis of Welcomes Homes and what we stand for. We are a Waikato based independent home construction company that is not owned by a franchisor who wants volumes of homes done in the shortest period possible. We build a few homes for clients who want their input into their creation and using our methods and systems they don't have to spend a fortune doing so."

3. We are planning a direct mail campaign to local Building companies (30 in total). Please complete a budget for the campaign showing the estimated cost of the campaign (with your working). The campaign will comprise of a letter followed 5 - 7 days later by a postcard. Each letter will include a miniature model cube as an attention grabber. The logistical details are included below (you're welcome to use a calculator):

Printing Cost = 15 cents per page
Sales Letter = 8 pages



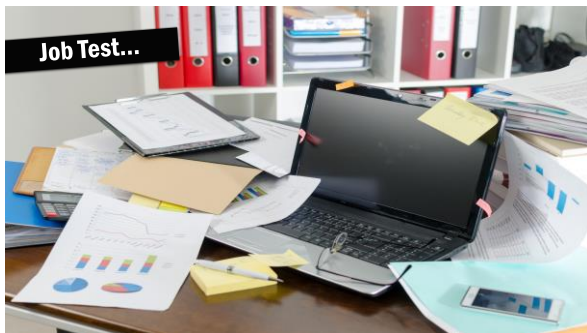
Interview Questions for Office Administrator / Manager

Abstract

- [illegible]

13. What are your strengths as a person?
14. What are your weaknesses as a person? (Being a perfectionist is a good weakness)
15. Tell me about your experience with different types of software: MS Office, CRM, Facebook, Photoshop etc.
16. I'm talking with three people after the phone interview. Why should we hire you?
17. Evaluate yourself in the breadth of the role (fill through the job description as they understand what the job entails)
18. Talk through your values and ask them to give examples of how they have demonstrated those values in their careers?
19. Do you have any questions?
20. And one last question: We are eager to fill this position as soon as possible, so timing is an important factor. How soon could you start? If we decide to offer you the job? (Write down if the person is prepared to be "jump-started" without serving an notice period. They could wait till the same time).

Interview Template...



Job Test...













[HOME](#) [ABOUT](#) [HOW WE WORK](#) [EVENTS](#) [CLIENTS & RESULTS](#) [CONTACT](#) [BLOG](#) [FREE TOOLS](#)

Systems Resources

- ✔ [A-Z To Operations](#)
- ✔ [Administration Manual](#)
- ✔ [Thacker & Co. Kitchen Sink](#)
- ✔ [How To Book/Manage Your Business](#)
- ✔ [Master Property Exports](#)
- ✔ [Office System Checklist Complete](#)
- ✔ [On Site System Checklist Complete](#)
- ✔ [On Job Checklist](#)
- ✔ [Quality Handover Checklist](#)
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- ✔ [Add Category](#) / [Add File](#)

Downloads To Help...

**PROFITABLE
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Specialist Business Training for Plumbers and Electricians



Click It Through To The Team...

Merry Christmas From The Profitable Tradie Team!



Questions...
