



High Profit

TRADIE

Technical & Trades Businesses

Our List Of Productivity Tips

***IMPROVING YOUR
PRODUCTIVITY***

With HUGH BOWMAN

www.actioncoachgeelong.com.au

actionCOACH
GEE LONG

My Main Goal

TURNING TRADES & TECHNICAL EXPERTS INTO PROFITABLE BUSINESS OWNERS

Optimising your business will help make you more profitable. Whether its training staff to be more effective and efficient or pricing work correctly or checking over the little things.

There is always an opportunity to look into your business and see where you can improve your productivity. These improvements, in most cases, will affect your bottom line so its a great idea to use this download as a check list.

Go through everything and Ill bet you'll be surprised at what can be done to maxmise your profits, get your staff cracking and utilise your time much more efficiently.

I hope this download is productive!

Hugh Bowman - Business Coach



Productivity Tips Section #1

1. Task list / to do list - Everyone must have a daily one
2. Team meetings standing up - every day. Also weekly. Must talk times, how long sections should take and why.
3. Pair up ideal team members that work well together.
4. Pair up high skill and low skill guys.
5. Have team incentive for achieving a weekly goal ie go home early or pizzas for lunch.
6. Continuously communicate expected hours or quoted hours on jobs.
7. Give feedback and make visible team performance ie hours remaining on jobs.
8. Set up a competition on a whiteboard for output/production goals per week.



Productivity Tips Section #2

9. Training – have regular training sessions (and document or record so that you are not forever training!)
10. Culture Statement – have a strict culture statement and use it on a weekly basis.
11. Vision – Share the big vision of the business with the team.
12. Keep guys informed of upcoming work constantly.
13. Team reviews – meet with team every quarter to understand what work they like doing and would like to do, and who they like working with.
14. Listen to ideas from guys and implement the good ones. Make sure they feel heard.
15. Request & ensure that everyone be ready to start on time. i.e. Parked, boots on, coffee etc prior to start time.



Productivity Tips Section #3

16. Order materials ahead of time and deliver directly to site.
17. Use left-overs from the last job.
18. Label all incoming goods with job numbers. Label a shelf with job number also. Put incoming goods on the shelf.
19. Have racks for hand tools with labelling, shelving for fittings, paint lines on floor for machinery and equipment so everyone knows where to leave it..
20. Paint lines on floor for items returned from site that need sorting out before stacking on shelves or disposing of.
21. Allocate tidying up jobs to apprentices with clear guidelines and photos on what is expected.
22. Give apprentices lists A & B activities. A being primary activities and B activities are backup for when they are not sure what to do next.



Productivity Tips Section #4

23. Schedule apprentice or lower cost labourer to come in early to refuel vehicles and machinery.
24. Invoice using an online tool prior to leaving site. Input all necessary information.
25. Have an order sheet handy for when any parts are needed etc.
26. Allow Smoking only at breaks and not during working time.
27. Limit personal phone calls to <2mins and only if urgent.
28. Talk up your guys with your customer. Give you guys a good uniform with branding. The boss isn't the only guy who needs to look good! You need to give your guys every opportunity to impress your customer.



Great Clients

DA BERETTA PLUMBING



Hugh has been with us for 2 years and our profits have grown by 50%

We needed to better manage our scheduling, quoting and job management and get our five staff members up to

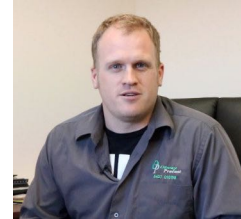
speed on this side of the business.

After much evaluation we selected a cloud base solution specific to the trades that includes customisation for individual clients covering job site information, OH&S and job reporting, scheduling and future quotes

Hugh guided us through the implementation and staff training so my work load decreased in this area dramatically and our operations have become considerably more streamlined. This led to five more additional staff members being employed.

Chris Berretta - Owner

OTWAY PRECAST



We've been with Hugh for the past 6 years and amongst many things have tripled our staff and quadrupled our revenue.

Hugh has also helped us expand our factory (with new offices) and guided us through the purchase land for a new, customised factory in the future..

He has also helped us implement job management, recruitment, quoting and time sheet systems where as before there was utter chaos.

We now have a full management team including me, an estimator, project manager, and operations manager.

Tim Reinen - Managing Director

Great Clients

BW COMPUTERS



I needed help with growing my business and managing contractors with technical training and customer service.

Hugh has worked with me to expand my business significantly over the past 2 years. We recently purchased another business negotiating favourable repayment terms. This has led to employing four more staff and has seen our sales triple.

We are also in the process of changing the business model to improve service levels and increase profits. This has given me the confidence to move forward and grow the business into the future.

Barry Jason - Owner

TRICKEY BROS (formerly Lorne Plumbing)



We cover all aspects of commercial and domestic plumbing and also wanted to work up to making excavation 50% of our business.

This required extensive equipment purchases and more financial obligations. Hugh help us work through this and also included restructuring the company and rebranding.

We were able to find and purchase ideal machinery that was immediately put to use and paying for itself. This also opened up new opportunities that we hadn't even predicted. In the first 14 months with Hugh we increased sales by 30%.

Boe & Shane Trickey - Owner

Great Clients

GEOTEST CIVIL



I bought this 10 yr old profitable business as an ongoing concern and could see a great future ahead. My main issue was working long hours

and not having clarity to grow the business further.

Over a period of time Hugh helped me set goals, work strategically and create a business plan that we are utilising today.

This included hiring higher qualified staff to take some of the workload, some investment in equipment, and improvement in many business systems.

Rob Bennett - Owner

STAWELL PICKERS MARKET



Hugh helped us focus in on this business as we had neglected it due to other business commitments. The primary goal was to clean up the financial

accounts so we could understand viability, break even, and set budgets. We then looked at reducing costs marketing, building leases, and internal tenancies.

We also analysed the performance of their internal tenancies and found some underperforming so took back control of them.

In the first 3 months we could turn an unknown performing business into one we could predict it as viable, understand its breakeven, have budgets for sales, and pull on many levers to improve profitability.

Peter & Anthea Perry - Owner

Great Clients

NATHAN BENNETT ELECTRICAL



We have been with Hugh for a few months now and seen productivity massively improve at approx 20% under estimated hours on jobs.

Hugh highlighted that we should focus on productivity. We have changed the format of our toolbox meetings and got everyone engaged in discussions. Topics covered included direction of business, individual goals and accountabilities.

We also implemented an app based job management program and have already identified very significant improvements in purchasing and productivity.

Nathan Bennett - Owner

How Is Your Business Going?

Trade and Technical businesses that come to me fall into one of five groups

#1

Tradies who are just starting out and acknowledge they need help with growing their business, understanding the financial side and need to know how to hire good competent staff.

It's great getting a business coach at this point to avoid some of the major issues I mention below. These guys definitely don't want to make rookie errors.

#2

The next group are working hard (60-80 hrs a week) in their business, AND have ever growing family responsibilities. These guys are a bit brain fried with being so busy and are on the road to burnout. Business owners in this situation can only plan 1 day or week ahead and feel like the business is running them.

#3

The third group are tradies who are excellent at their work and have no problem winning projects. They have built the business up to 10 guys but couldn't manage it that well, they weren't making any more money, and had a whole lot more stress. They end up scaling back down to 1 or 2 guys. Could this be you?



Where Are You?

#4

This group of business owners have grown their business but have been burnt badly within the first three years by losing a big chunk of money normally between \$50 - \$200K. Usually the losses occur through a customer not paying or the customer going bust, poor quoting, or taking on a much larger job compared to previous work and not knowing how to manage it adequately.

#5

The last group are businesses that are doing well with great staff but want to grow by taking on larger projects or increase their service offering. This could also involve property acquisition for factories/warehousing or large equipment investments as well as expanding staff numbers dramatically. Although successful they lack the confidence and direction to exponentially grow and need guidance every step of the way.

If any of these resonate with you then contact me today for a quick 15 minute phone call to see if I can help you or text and I'll call you back. There's no obligation or commitment of any kind let's just see if I can help with your business success.

Remember there are always answers.

I look forward to hearing from you

Hugh Bowman | Business Coach | Ph: 0409 402 474



*I never worry about
action, but only inaction.*
~ Winston Churchill