



CassLea Business Ideas



Informational Book

Welcome to the talks on business ideas! We are looking at some ideas today.

At your work there are many ways you can make changes to help improve your operations and efficiencies! What are the daily challenges and issues you face at work? Is there a part of your job that you wish could be done quicker and easier? See this [talks video](#) on some ways to improve your business to begin! It might get you thinking about some ideas for improvements and areas you haven't considered before. Companies have their own innovations division and talented staff to make improvements, this is to get people thinking!

This talks series will go through some ideas on the following:

- General business ideas
- Business process and technology improvements
- Supply chain ideas
- General ideas you might like to implement



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Begin by thinking about your business and your daily operations and challenges etc.

Looking at your business thinking of specific departments, sections, individuals, groups and all the activities of your business ... what are your more specific issues and challenges?

Departments groups? Administration, legal, business operations, IT, trade etc.

Changes?

- Review of policies and procedures
- Cost savings? Better locations, new and cheaper facilities, cheaper rates and deals i.e. rates on travel, cheaper transportation options for your shipping and post, cheaper rent, cheaper technologies, savings on daily things you need in your office i.e. paper, pens, chairs, desks, computers etc. Also, reviewing rates for pay for staff, contractors, projects etc.
- Reviewing your department groups and their structures including HR reviews. As an example, as part of your daily business do you have staff working in their correct occupations and doing work that is useful and is required? Can you reduce the staffing or increase staffing?

Individuals?

- Changes to individual work outputs within your organisation. i.e. can each staffer change their daily workings and tasks or automate tasks? Can they change the way they correspond or collaborate? Do they need to ring someone, email someone or include those individuals to get their work done and their tasks complete? Does someone need to man the emails or can those replying to the emails do their own emailing and formatting? Is it quicker to have someone preparing all documents?
- Can each person think of ways to go and improve their own daily tasks? Instead of staff coming in and just doing their work, can they improve their work by thinking of better ways to do their work?

Business process and technology improvements

What systems and technologies does your company use? How many systems are used, who uses them, are they needed?

Systems and technologies?

- What technologies and systems does your company have i.e. for document management, recordkeeping, projects, departments (financials, HR, Legal, Trade, Enviro) etc.
- Reduce the systems you use
- Do your systems help your business or work together? Can you exchange documents and data between systems?

Supply chain ideas

Looking at your full logistics where are the challenges, delays, or issues? What transport options do you need or can change?

Challenges, delays and issues?

- Improved technologies and logistics networks
- Transportation networks. Can you make changes to your roads, shipping lanes, ports and where you have your networks?
- Transport? Do you need to choose either shipping, roads, rail etc. What is the best option for your business?

General ideas you might like to implement

After going through your reviews and identifying your challenges, what are some things you can see your company implementing? New cost savings, changes to daily tasks and processes, new technologies, change in supply chain etc.
