



# The SystemsScaping Course Syllabus

The class will be delivered in 10 installations. It is meant to be participatory. You will have a chance to work one on one with the Systems Designer in front of the class and there will be opportunities to send your questions between classes as well. It is all based on the Systemization Platform you saw in the “5 Step Systemization Plan to a Business That Works for You” seminar on Thursday.

Session #1: Create and Implement your Strategic Planning Process

Session #2: Create the Org Chart of your Future Vision

Session #3: List your Processes - Marketing & Sales

Session #4: List your Processes - Management & Strategy

Session #5: List your Processes - Admin / Finance / HR / IT

Session #6: List Your Processes - Production & Operations

Session #7: Create Position Specific Operating Manuals

Session #8: Develop the Processes for One Position

Session #9: Develop & Implement your Hiring and On-Boarding Process

Session #10: Wrap Up & How to Proceed from HERE