



## TURN KEY OPERATION BUSINESS MODELLER

Easily Create, Design, Implement, Publish and Maintain your Business Operations Manual.

**SYSTEMISE** - Create a business where everyone knows 'the way things are done and why' and 'who does what and when'.

**EMPOWER** - Build a team that helps you continuously define and improve your business, reducing risk and stress.

**TRANSFORM** - Open your door to personal freedom and business profits

**"TKO** is about putting a LIFE back into LIFESTYLE as it reduces STRESS for business owners and their staff alike!" *Alan Wickes, Director Thinking People*

**"TKO** assists you in empowering your team, increasing their job satisfaction and their commitment to your business." *Sarah Tebbutt, CEO Transform Business Systems*



**IMAGINE** a systemised, self-sufficient operation that gives you the time to work on the business and not in the business.

**IMAGINE** your business running like clockwork – even when you are not there. TKO Software makes it possible to document every part of your business from your 'big picture' business plan all the way through to the smallest detail of how to "lock up at night" – allowing you to systemise and train every part of your business.

**With TKO Software you are in control. You can easily produce professional manuals for running every aspect of your business including induction, training and operations.**

### TKO FEATURES

- Create your Operations Manual in the way that is suitable to your business. Structure it by individual staff members, staff roles, whole departments, the entire business or combinations as your business determines.
- Easy to use Windows based software, which enables you to identify all the key areas that are critical to the success of your business.
- Establish and document Key Performance Indicators and Standards. Assign them to every relevant business area and to each associated role using the TKO KPI and Standards feature.
- Identify and define all of the roles needed in your business and link them to the functions that they perform.
- Through the links made between functions and roles, TKO software will automatically produce detailed job descriptions and individual staff to do lists.
- With TKO updating any of the parameters is easy and instantaneous meaning your business manuals are always 'live'.
- Perform appraisals on each staff member and the business as a whole.
- Create a Policies and Procedures Manual that can incorporate flow charts to visually convey information and improve processes. Publish a variety of business manuals via either print, PDF or HTML
- Ability to archive a complete copy of the Operations Manual
- TKO allows you to produce complete and professional induction manuals for every new staff member in minutes.

### TKO BENEFITS

- Management of business risks are documented and controlled therefore reducing business risks
- Measurement is improved and becomes more relevant to the goals of the business
- By using TKO you will create a systems dependant business where the owner, manager and staff know "how we do it here".
- TKO gives clarity to owners and staff as to their roles and responsibilities improving accountability and productivity for both parties
- The TKO interactive Operations Manual will make staff training easy and relevant
- Staff retention will improve due to staff operating in a controlled systems dependant environment giving them greater security and confidence in the business
- Attracting quality employees and training them is easier if there is evidence of a systematic approach to business
- Your Operations Manual is finally a 'live' document and will always be up to date.
- TKO enhances the ability to analyse and track continuous improvement strategies whilst providing valuable and constructive feedback to employees
- TKO will increase the value of your business to a buyer, franchisee or investor. All systems are documented and controlled in a way that doesn't rely on any 'key' people and highlights the productivity gains in your enterprise.
- With TKO it is easy to establish an audit trail as well as simplify the process of obtaining specific accreditation and/or quality assurance.

**Any business of any size can get the benefit from TKO software. Current users include:**

**Café New Zealand** - 10 staff

**Real Estate Agent** Dandenong Ranges, Vic - 25 staff

**Distribution Company** Australia wide - over 1000 staff

**Advertising** Townsville, Qld - 15 staff

**Wine Retailer** Geelong, Vic - 3 staff

**Farming** Bacchus Marsh, Vic - 150 staff

**TKO** TRANSFORMING  
BUSY INTO BUSINESS

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