

## Who we are

**Efficiency in Business** offers help and support so that organisations of all types can improve the effectiveness of their core office functions. We offer an advisory service in accounting and IT which is provided **free of charge** and with no strings attached.

All of our **Efficiency in Business** 'partners' have significant experience in their fields and share a common aim of offering impartial, pragmatic advice appropriate to your needs. Each partner allocates a percentage of their time to meet with small and medium-sized organisations to offer this advice. Think of us as 'another pair of eyes'.

We are acutely aware of the limited resources of the smaller organisation and are confident that we can provide solutions which can be implemented by you in a cost-effective way.

What do **Efficiency in Business** partners get out of this? In itself, helping organisations in this way is actually quite rewarding. Working face-to-face, you get to know us and the work that we do, which might give you the confidence to contact us should you have a future need for the *Partner Services* we offer.

So with regard to our offer of free, impartial advice, you really have nothing to lose by contacting us now. There are no strings attached.

## Ways we can help

In addition to complimentary accounting & IT advice, we offer Team Development Days, Spreadsheet and Presentation Training, Image Design & Web Services. More details overleaf.

## Efficiency in Business



## Cost-effective training & support:

Team Development Days,  
Spreadsheet and Presentation Training,  
Image Design & Web Services

## Contact Us

To see how we could help, why not visit our website and complete the *enquiry form* on the 'Contact Us' page. Alternatively you may wish to contact us by one of the following methods

Post: Efficiency in Business  
3 Hudson Court  
Bamber Bridge  
Lancashire  
PR5 6YF

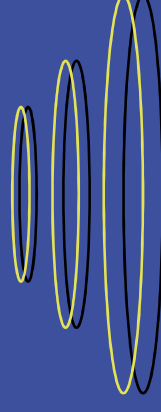
Email: [jb@einb.org.uk](mailto:jb@einb.org.uk)  
Tel: 0845 156 2886  
Fax: 0870 622 0506

## Efficiency *in* Business

[www.einb.org.uk](http://www.einb.org.uk)

Free Advice for  
small & medium  
organisations

Training & Support



*helping you make the most of your resources*

 [www.einb.org.uk](http://www.einb.org.uk)

## Complimentary Services

### Accountancy:

Do the numbers add up?

Are you sure that the financial systems and controls of your organisation are as efficient and effective as they should be?

Frequently, employees in accounts departments are capable of successfully undertaking increased responsibility but fear to do so due to lack of experience. What is the best way to increase their understanding of accounting controls, such as key reconciliations? How can you help your staff prepare for your financial audit, ensuring that the chance of problems arising during the audit are minimised?

Our finance specialist has over 30 years' accounting experience in organisations of various types and sizes, both in the UK and the developing world.

### IT:

The tail shouldn't wag the dog

Does it feel sometimes that anything to do with IT is a cash cow, especially when its time to upgrade equipment and software?

Maybe you feel daunted by the idea of implementing (or developing further) a wired/wireless network to share information and enhance productivity, or of establishing a presence on the web. Are you aware of software licensing issues and the ways to minimise costs, especially if you have charitable status? *Open-source* software has come a long way in recent years and offers inexpensive, reliable alternatives both within, and outside of, the Microsoft framework.

Our specialist has worked with both overseas and UK-based clients, and can offer advice appropriate to your needs.

**Please note:** Advice offered by Efficiency in Business partners is limited to a maximum of 3 hours but is completely free of any further obligation. Please see the back cover for details of how to apply for advice.

## Partner Services

**E**fficiency in Business partners strongly believe that success can only be achieved if you work very closely with the existing management and employees of any business, and they are very careful always to operate in this way. They also ensure that the relevant people in each organisation are fully trained, in order for them to become self sufficient in the future.

These are the services currently offered by our partners in their individual businesses.

### Team Development Days:

*Together Everyone Achieves More*

**H**ow good are the teams in your organisation? Even small conflicts can have serious adverse effects on your organisation.

Our Team Development Days will help break down the barriers and can significantly improve the teamwork in your business. The days consist of a mix of training, discussions and team activities. We design the day to address your problems and maximise the chance of achieving your objectives.

### Spreadsheet Training: *Excel with spreadsheets*

**D**o you know your **Filters** from your **Vlookup**, your **Conditional Formatting** from your **Sumif**?

Our training sessions are aimed at people who are already familiar with the basics of spreadsheets but would like to know more.

Features to be covered will include *Filters, Vlookup, Hlookup, Conditional Formatting, Sumif, Paste Special* and *Macros*. These functions are all very easy to learn yet are very powerful tools.

### Presentation Training: *Follow the 'W' approach*

**A** poor presentation can be a 'killer', damaging sales, reputations, prospects and futures.  
Does making a presentation fill you with terror?  
Learn the 10 steps to a successful presentation and leave your audience with an excellent impression of you and your organisation.

### Image Design:

*What does your logo say about you?*

**I**mage is very important in today's business world. Are you sure that your logo and your stationery design portray the image you want for your company?

We can arrange for a redesign of your logo and stationery, presenting you with alternative options for you to make the final choice.

Our designer is a qualified artist who also has extensive business experience, an ideal mix of two worlds.

### Web Services & IT Training *Don't get tangled in the net*

**T**he number of small and medium enterprises that trade online is still relatively small (1 in 5 in 2006, according to the Federation of Small Businesses). Even fewer (1 in 10) boast a full e-commerce presence. The main barriers to growth cited are a lack of IT skills among employees and the perception that set-up costs are too high.

We can provide cost-effective solutions ranging from a simple one-page site advertising your presence online to content management systems offering you ease of maintenance and myriad functionality, including e-commerce. Our approach is to work closely with our clients at every stage of a project and provide whatever IT training is necessary for staff to 'take charge' of the project once completed.

We have worked successfully with organisations from disparate backgrounds - ranging from charities to businesses to political organisations.