



## ORGANISATION STRUCTURE AND JOB ROLES

Discuss the current organisation structure of the business how it operates who is who and their roles and responsibilities. Understand the leadership style of the business owner and key roles within the business structure.

A key element to this is to start with an organisation chart and to see how the structure of the business works and who is who in the zoo.

Ask to see the current organisation chart and ask the client the following:

- Explain how the structure works.
- How long has it been in place?
- When was it last reviewed?
- What are some of the changes that need to be made to make the business function smoother and be more effective?

### LEADERSHIP

Seek clarification on the roles and responsibilities of key members of the team and how these are both managed and how they are currently performing.

### JOB ROLES AND RESPONSIBILITIES

Evaluate the level of information with regards to position descriptions and the performance management controls in place such as ongoing reviews bonuses etc

### BLUE SKY APPROACH

Given a blank sheet, how would the owner do things differently today?

Provide help with organisation chart if required and provide links to programs like Lucid chart or word documents