gabriela charlotte
CONSCIOUS COACHING

business developer | balance buddy | conscious creator

BUSINESS TEMPLATES & BLUEPRINTS

DURING OUR CONSULTATIONS WE OFTEN FIND VERY PRACTICAL APPLICATIONS YOU MAY NEED OVER & ABOVE COACHING WHICH WE ARE ABLE TO TAILOR & INTEGRATE INTO YOUR BUSINESS:

BASIC SET-UP
- *EMAIL ACCOUNTS, GOOGLE DRIVE HUB, INDEX & BASIC FOLDERS*
- *BRANDING & CI TEMPLATES*
- *SUPPLIER REFERRAL & SET-UP*
- *BRIEFING DOCS: CREATIVE, PROJECT, BRANDING*
- *EVENT MANAGEMENT DOC*

OPERATIONS
- *TASK TRACKING DOCS*
- *BASIC INFO DOC*
- *PASSWORDS DOC*
- *INVENTORY CONTROL*
- *PROGRESS TRACKING & PROJECT MANAGEMENT*

SOCIALS & BRANDING
- *CI DOCS*
- *CONTENT SCHEDULE*
- *CONTENT ORGANISATION*

FINANCE
- *BUDGET DOCS*
- *PROFIT & LOSS DOCS*
- *FINANCIAL FORECASTING DOCS*
- *UNIT COSTING DOCS*
- *WHOLESALE & RETAIL COST DOCS*
- *RECONS*

HR
- *STAFF CONTRACTS: EMPLOYMENT, INDEPENDENT CONTRACTORS AGREEMENT, NON DISCLOSURE AGREEMENTS*
- *KPIS & PERFORMANCE REVIEWS*

inspired action, practical magic