

WOULD YOU LIKE TO

- ✓ **Develop and plan your enterprise idea**
- ✓ **Develop a Business Plan**
- ✓ **Establish a Budget and Financial Plan**
- ✓ **Receive mentoring on how to manage and operate your enterprise**
- ✓ **Grow an existing enterprise**

The team at MJ Smith and Partners (MJSP) has a wide range of expertise and experience working with small and medium size businesses across the following industries:

RETAIL TRAVEL
CONSTRUCTION ENTERTAINMENT
ARTS HEALTH
HOSPITALITY TOURISM
ENERGY TRANSPORT
MANUFACTURING COMMUNITY SERVICES
ALL PROFESSIONAL & PERSONAL SERVICES

BUSINESS FACILITATION

Business Planning * Feasibility Studies * Project Planning * Funding Proposals *

BUSINESS SUPPORT SERVICES

Bookkeeping and Record Keeping * MYOB, Quick Books, E-Record * Marketing Plans & Budgets * Brand Design * Communications * Web Design * Product & Market Research * Human Resource Management * Financial Management & Planning * Legal Support Services

MENTORING SERVICES

Providing ongoing operational guidance and assistance * Provide ongoing business improvement guidance and assistance * Human Resource Planning, Systems and Procedures * Marketing/Advertising/Promotions * Networking Opportunities * Business procedures and processes *

TRAINING

General business training needs * Business Systems Development * Financial Management & Planning * Company Director Training/Governance * Human Resource Management Training * Recruitment & Selection Training *

THE MJSP TEAM

Mark Smith

With twenty five years of Management experience in small and large business, Mark has specialist knowledge and expertise in Health, Transport, Energy, Community Services and Manufacturing. Mark holds qualifications in Behavioural Science and Business Management and is a Graduate Member with the Institute of Company Directors and an Associate Fellow of the Australian Institute of Management and the Australian Human Resources Institute. Mark has assisted many small business owners take their idea from concept to reality.

Jenny Hall

With over fifteen years of experience in Human Resource Management, Employee Relations and Finance, Jenny provides practical, realistic advice and management tools to business operators in a variety of industries. Jenny has qualifications in employee relations and staff training in addition to an undergraduate degree in Business, majoring in Human Resource Management and Accounting. Jenny's practical and hands on approach in invaluable in assisting clients develop their business model.

Alani Short

With ten years of Management experience in hospitality, along with a strong office administrative background, Alani has worked closely with many small and medium businesses strengthening all facets of their management and administrative practices. Alani also has undergraduate qualifications in Linguistics and Education, with majors in English as a Second Language and Language Studies. Alani ensures that all aspects of the client business are established in a practical and efficient manner.

For more information on how the MJSP team can support your business, please contact Alani Short on (07) 3839 1233 or admin@mjsp.com.au

M.J. Smith and Partners (MJSP) is a specialist management consultancy focusing on providing clients with advice and support in managing their organisations and businesses