

# Who's Really Running Your RTO?



**Tamara Simon**

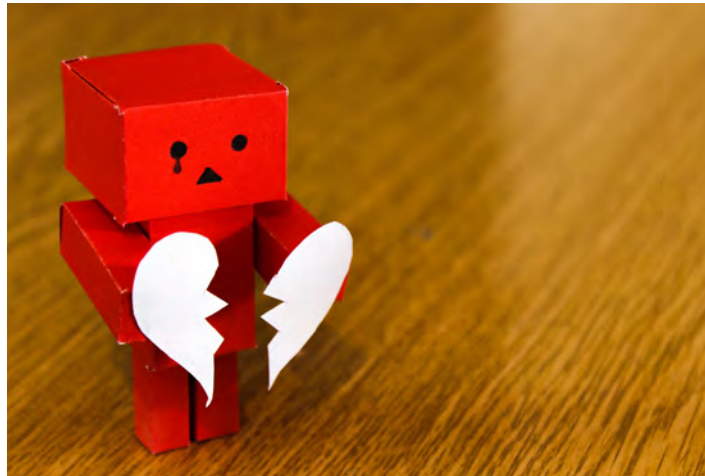
**Simple Solutions Specialist**

**Australia's Only dedicated  
RTO Business Coach**

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# How's Your RTO Spark?



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# What are the Top Frustrations of RTO Managers?



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# My Top 7 Frustrations of RTO Managers



**STRATEGY**

**SALES**

**STUDENTS**

**STAFF**

**SERVICES**

**SYSTEMS**

**STANDARDS**

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# Reality Check

**STRATEGY**

**SALES**

**STUDENTS**

**STAFF**

**SERVICES**

**SYSTEMS**

**~~STANDARDS~~**



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# So.....



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# The RTO Hats



Make sure the doors  
stay open **TODAY**  
and **TOMORROW**

Sets **STRATEGY**,  
**VISION** and  
**LONG TERM GOALS**

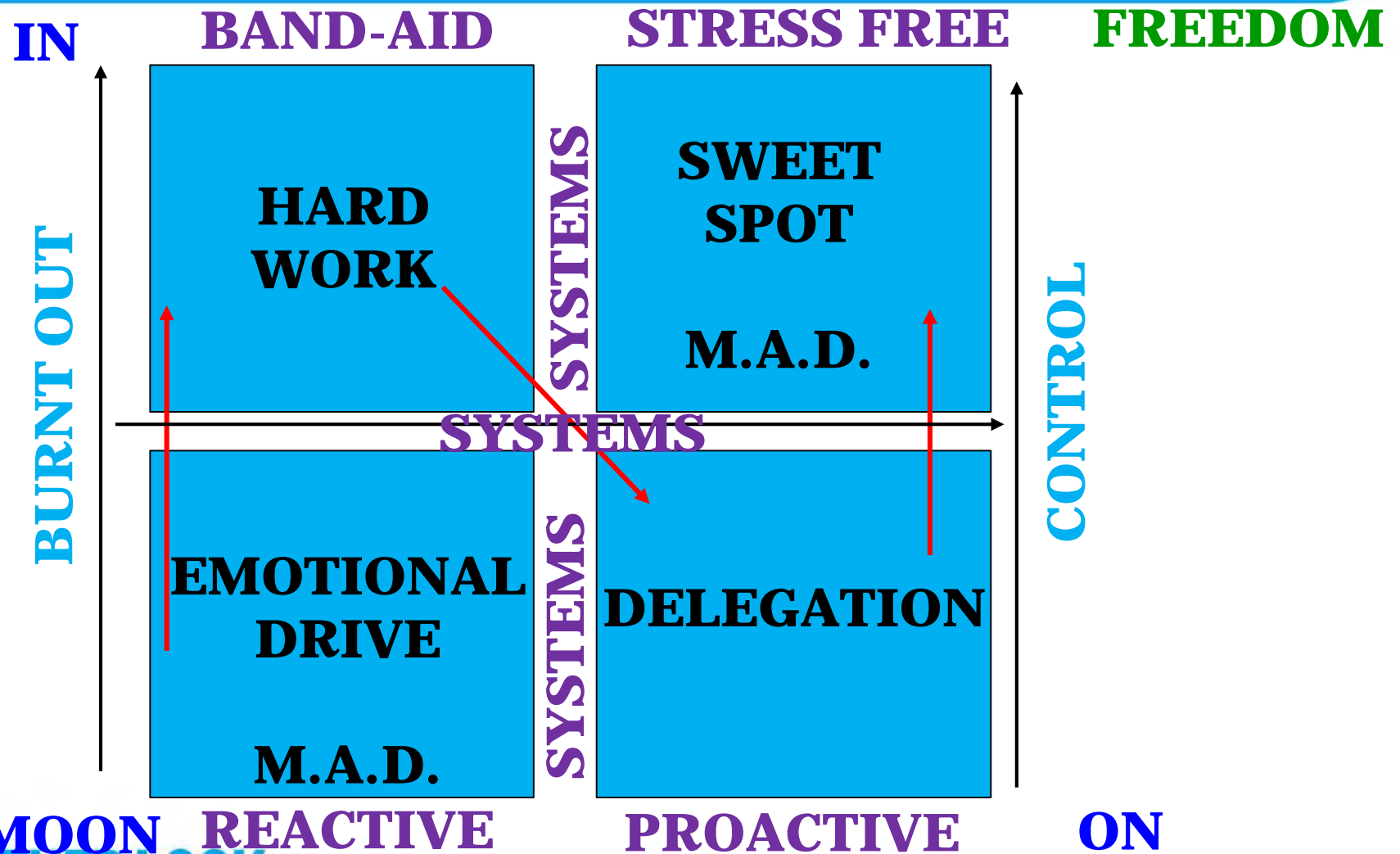
**CHOICE** about  
**INVOLVEMENT**

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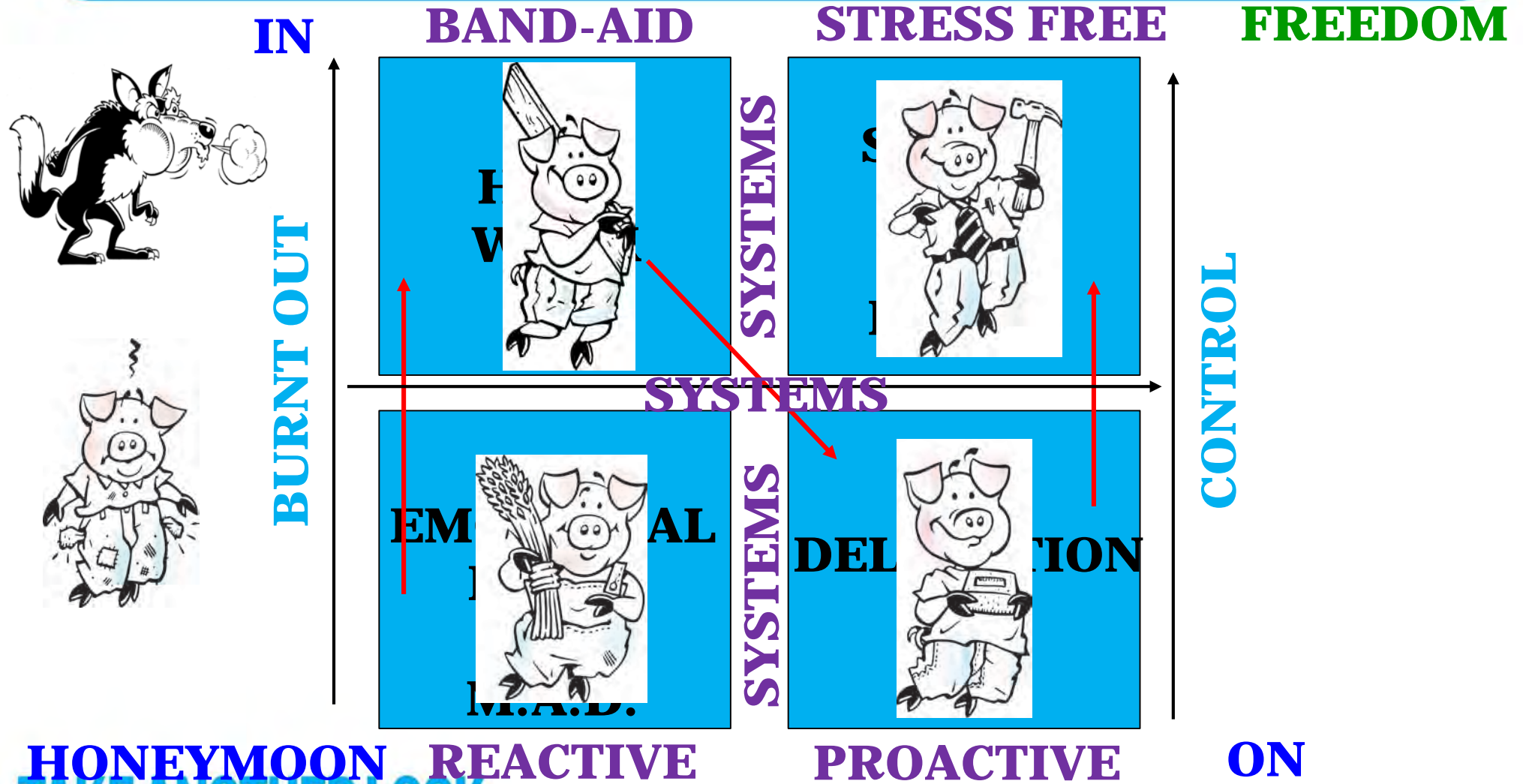
# Running an RTO



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# Running an RTO



**HONEYMOON REACTIVE**  
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# But.....



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# Reality Check

- ✓ **FINANCE** – Budget, Invoices, Payments, Overdue, Bookkeeping
- ✓ **STRATEGY** – Business Plan, Targets, Decisions
- ✓ **MARKETING** – Brand, Message, Social Media, Website, Colours, Content
- ✓ **SALES** – Money Team, Networking, Ideal Student, Lead Generation
- ✓ **HR** – Recruitment, Induction, Performance Reviews, Training, Termination
- ✓ **ADMIN** – IT, Emails, Filing
- ✓ **SYSTEMS** = Everything

**COMPLIANCE**

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# What's Your Sweet Spot?



**DELEGATE ...**

**Don't ABDICATE**

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# So it's YOUR CHOICE

**STEP UP**



**STEP FORWARD**



**STEP OUT**



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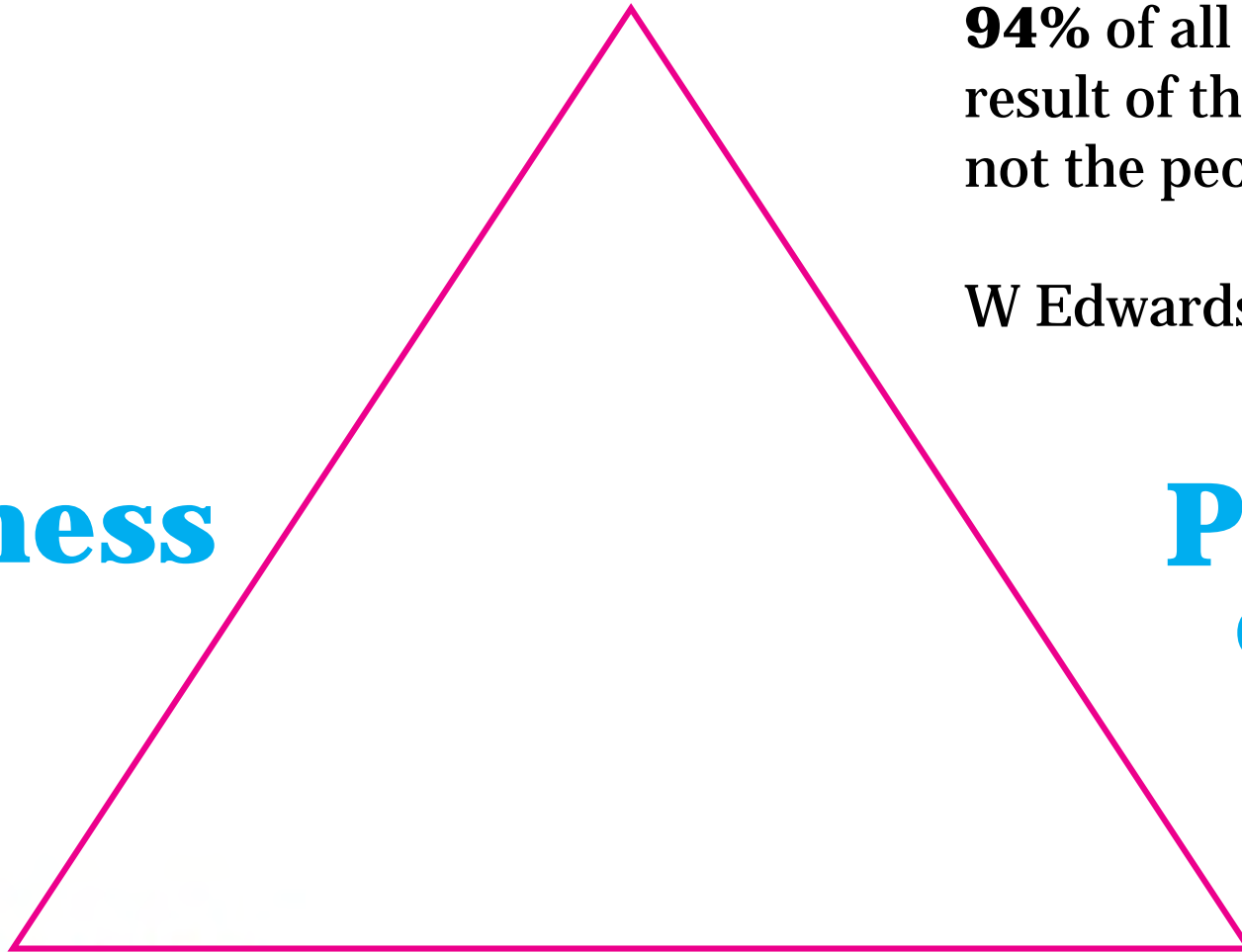
# Build Your BPS Roadmap

**94%** of all failure is a result of the **SYSTEM**, not the people.

W Edwards Deming

**Business**

**People**  
**Clients**  
**Team**



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# Build Your BPS Roadmap



**Time Management**

**Business Strategy**

**People Performance**

**Systems Simplification**



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# Build Your BPS Roadmap



**CLARITY**



**COMMITMENT**

**CONSISTENCY**

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# 3 Mistakes when Building your Business



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# KEY QUESTIONS

For what **PURPOSE**?

Who has **CAPACITY** to buy,  
at what **PRICE**?

What **PROBLEM**  
are you **SOLVING**?

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# Top 3 Staff Frustrations



**ATNA**

All Talk No Action

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# Can it **REALISTICALLY** be done?



**Capacity**



**Capability**



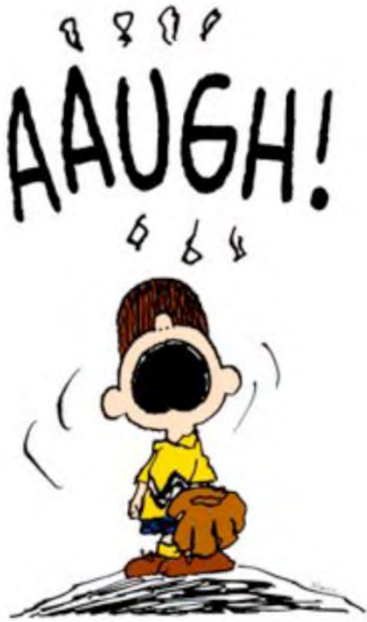
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**Finances**

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# Excuses (Reasons) why RTOs don't build simple systems



I know I need them but...

I'm too busy to think about it

I don't have the time

There's only ME

We've got them but they don't work or nobody uses them

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# What if....



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# Top 3 Systems Mistakes



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# Systems = CHANGE

The diagram illustrates a three-stage process for change. It begins with a red box labeled 'Current', followed by a blue box labeled 'Transition', and ends with a pink box labeled 'Implementation'. A vertical line is positioned between the 'Current' and 'Transition' boxes. A large, hollow arrow points from the 'Transition' box to the 'Implementation' box.

**Current**

**Transition**



**Implementation**

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# Think systems are a waste of time



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# SYSTEMS

✓ **Save**

✓ **Your**

✓ **Self**

✓ **Time**

✓ **Energy**

✓ **Money**

---

✓ **SYSTEMS = Everything**



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# The Power of an Hour

**What's your time worth?**

<b>...per hour</b>	<b>\$100</b>
<b>...per day</b>	<b>\$800</b>
<b>...per week</b>	<b>\$4000</b>
<b>...per month</b>	<b>\$16000</b>
<b>...per year</b>	<b>\$192000</b>



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# The Power of an Hour



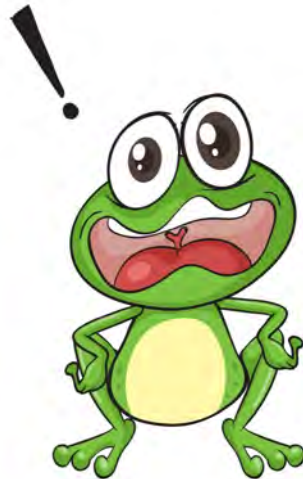
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# The Power of an Hour

**Eat Your Frog!**



**YouTube: Eat That Frog – Brian Tracy**

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## My Weekly Rituals

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	IN	OUT	OUT	OUT	IN
7.30am – 8am	<b>QUICK TASKS</b> Sort Emails    Social Media    5 min Jobs				
8am – 11am	<b>DOING TASKS</b> Client Work    Frogs    Emails				
11am - 12.30pm	<b>Meetings and Money Train</b>				
12.30pm – 1pm	<b>LUNCH</b>				
1pm – 2pm	<b>Meetings and Money Train</b>				
2pm – 5pm 'On the Business'	<b>Planning</b>	<b>Systems</b>	<b>Marketing</b> Social Media and Website	<b>Speaking</b>	<b>Writing</b>
5pm -6pm	Exercise	Exercise/ Netball Training	Exercise	Exercise	Exercise
6pm – 7.30pm	<b>EVENING RITUAL</b> Plan for tomorrow    Declutter    Outstanding Tasks				

## My Daily Rituals

### Start **TODAY** with

Prayer   Inspiration   Smile

#### 1 THING

To achieve my goals



#### 2 SHARES

Content Calendar



#### 3 FROGS

Deadlines  
MUST DO



#### 4 SYSTEMS

TAL and BSI Handbook



#### 5 CONTACTS

TAL and BSI

DON'T WISH FOR IT  
**WORK FOR IT**

#### 6 DECLUTTER

Emails   Outstanding



#### 7 XERO

Reconcile Today  
Update Numbers



**End Today   Plan Tomorrow**

GRATITUDE

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