

Job Scope

Consulting Areas

September 2017

Job Scope – Consulting Areas

Strategic Business Management

- Strategic Development
- Strategic Corporate Planning
- Business Transformation
- Management Information Systems
- Communications Strategy
- Corporate Identity, Corporate Design, Corporate Culture
- Compliance Management
- Consulting Support for Business Start-Ups, Restructuring, Successions, Sales, Acquisitions and Liquidations
- Mergers & Acquisitions
- Management Buy-Out
- Cooperations/Joint Ventures

Business Operations Management Support

- Business Optimization and Restructuring
- Risk Management
- Crises Management
- Project Management
- Innovation Management
- Relationship and Conflict Management
- Executive Leadership Coaching
- Interim / Temporary Management
- Corporate Administration and Business Trust/Escrow Management of Whole Business Entities or Partial Business Entities

Business Administration/Management

- Strategic and operational executive Management Information & Guidance Systems
- Business Entity Analysis (Weak Spots Analysis), Expenditure/Cost Optimization
- Business Financing, Consultation for Business Capitalization
- Cost/Income Ratio Analysis
- Administrative/Management Data Analysis/Business Know-How
- Business Valuations
- Due Diligence Checks
- Business Viability, per Bankruptcy Regulations

Finance and Accounting

- Balance Sheet Analysis
- Creation of Target Achievement and Business Results Calculations
- Cost Compilation and Calculation
- Forecast Calculation/Budgeting/Investment Calculation
- Liquid Asset and Accounts Receivable Management
- Guidance for the Organization and Leadership of the company's Financial Systems
- Autonomous Accounting and Recordkeeping, as well as Statistical and Financial Compilation Modules for all types of Business Financial Calculations (Planning and Cost Calculations, etc.)
- Tax Law and Fiscal Measures Review

Human Resource Managment

- Human Resource Systems
 - Personnel Politics
 - Leadership Fundamentals and Systems
 - Quantitative and Quality Driven Human Resource Planning
 - Work Hour/Shift Models
 - Work Place and Performance Evaluation
 - Compensation Systems
 - Job Requirement and Skill Profiles, Job Descriptions, Functional Charts
 - Personnel Deployment Planning
 - Personnel Information Systems
 - Diversity Management
 - Corporate Wellness Management
 - Work Safety and Employee Rights
- Personnel Development
 - Suitability and Talent Resource Exploration
 - Employee Development Programs
 - Career Planning
 - Successor Planning
 - Mentoring and Coaching
 - Supervision
 - Development of Training and Continued Training Concepts
 - Organization, Implementation and Evaluation of Training Measures
- Personnel Marketing
 - Labor Market and Job Research
 - Employer Branding
 - Recruiting and Selection of Employees
 - Introduction and Orientation of New Hires
 - Job Placement according to the Commercial and Labor Codes
 - Outplacement Consulting

- Personnel Administration
 - Organization of Personnel Administration
 - Work Environment and Motivational Level Analyses
 - Fluctuation and Absenteeism Analyses
 - Salary Comparisons

Marketing and Distribution

- Marketing Analysis, Study and Forecast
- Strategic Marketing Plans
- Development of Marketing Concepts and Strategies
- Marketing Communications
- Marketing Management and Finances
- Innovation and Diversification Marketing
- Product Management, Product Array Optimization
- Distribution Planning and Direction
- Customer Relations Management (CRM)
- Organization and Development of Distribution Channels
- Sales Seminars
- Implementation of Order Fulfillment Structures/Contractors
- Franchising Concepts
- Branch Location and Politics Selection Analyses
- Brand Politics
- Pricing and Terms Politics
- Licensing Politics
- Patents Usage
- Market Development
- Export Consulting, Consulting for Foreign Markets
- Consulting in the Development of Domestic and Foreign Cooperation

Business Structures

- Blueprint of the Business (Design of the Start-Up Organization)
- Process Management (Design of the Operational Organization)
- Information Management
- Specification, Selection and Implementation of Information Systems
- Systematic Structural Development
- Business Optimization
- Quality Management
- Corporate Communications
- Documentation Flow, Archiving and Data Management
- Office Space Planning and Work Station Design
- Consulting in Hands-on Work Related Issues

Supply Chain Management

- Selection Process Consulting
- Procurement, Production and Distribution Logistics
- Warehousing Systems Planning
- Inventory Management
- Functional Planning for Manufacturing and Warehousing

Technology Management and Production

- Consulting and implementation of information technology and data processing systems
- Evaluation of IT processes and measures concerning data security
- Consulting in connection with the General Data Protection Regulation (DSGVO) and its implementation in the organization
- Analysis and Business Viability Evaluation of Technical Investments and Products
- Product Development/Product Design/Product Innovation
- Valuation
- Production Planning and Guidance
- Production and Manufacturing Technology
- Manufacturing and Automation Integration/'Industrie 4.0'
- Technology Consulting
- Power Suppliers
- Work Process Organization/Work Techniques/Work Place Safety
- Workforce Optimization and Compensation Schemes
- Organization of Business Venues
- Legal Compliance – Description of the Business, Public Notices and Regulatory Management
- Facilities Planning and Management
- Services as an External Security Specialist, per Paragraph 73 of the Labor Code and providing that the specialized job skills according to Paragraph 74 AschG are warranted.
- Services as an External Hazardous Material Handler per Paragraph 11, Part 7, Haz Mat Transport Regulations ("GGBG"), as annotated 1.8.3 ADR/RID, providing the requirements of GGBG and Haz Mat Transport are met.
- Function as external data protection supervisor acc. General Data Protection Regulation (DSGVO) and DSG in full range

Environmental Management

- Strategic Positioning of the Company's Stance on Ecological Issues
- Evaluation of the Environmental Impact of Branch Locations, Merged Locations and Renovations.
- Analysis and Optimization of Business Structures and Processes Regarding Impact and Potential Burden on the Environment
- Counseling "iZm" Sustainability Topics
- Consulting Concerning Sustainable Product Design (Utilization of Resources, Recycling, Reuse)
- Environmental Data and Identification Systems, Environmental Management and Reporting

- Counseling and Support for the Implementation, Certification and Maintenance of a Business Entity According to Recognized Standards (EMAS, ISO 14000 ff, etc.)
- Training/Educational Programs for Environmental Topics
- Project Management for Protective Environmental Assignments
- Consultation for Subsidies Available for Environmental Protection Projects and Initiatives
- Compilation of Documentation for Environmentally Relevant Projects and for Submission to Government Agencies
- Safety and Risk Analyses, Distress and Hazard Abatement Plans regarding Possible Environmental Dangers
- “Legal Compliance“ Representation of the Company; Notification and Regulatory Measures Management
- Consulting and Support Regarding Environmental Issues Communications Both During Normal and Extraordinary Operations
- Services as an External Security Specialist, per Paragraph 73 of the Labor Code and providing that the specialized job skills according to Paragraph 74 AschG are warranted.
- Services as an External Hazardous Material Handler per Paragraph 11, Part 7, Haz Mat Transport Regulations (“GGBG“), as annotated 1.8.3 ADR/RID, providing the requirements of GGBG and Haz Mat Transport are met.

Business Mediation

- Mediation of Any Company Internal Conflicts Between Individuals, Groups, Departments and in Case of Bullying
- Mediation of Dispute Negotiations Between Management and Workers’ Council
- Mediation in Fundamental Structure Questions, such as Company Succession, Cooperations and Fusions
- Analysis of Internal and Inter-Company Conflicts
- Mediation in Conflict Negotiations Between Companies, for example Pre- or Post-Litigation or Competitive Clashes
- Counseling for the Selection of the Negotiation Team
- Support in the Formulation of a Binding Agreement
- Support For the Implementation (and possible post agreement negotiations) of an Agreement