



Burks Consulting Group

Media Kit

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Decatur, GA

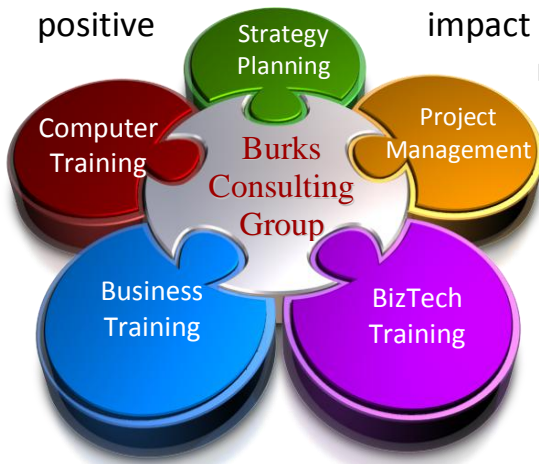
June 2008



Burks Consulting Group

Building Strong Foundations for SUCCESS!

Thank you for your interest in the services offered by Burks Consulting Group. We are proud to share with you our packaged and individual business support solutions. Providing management and consulting services to business owners through multiple avenues allows us to continually seek our vision “to have a positive



impact on the sustainability and success of small and mid-sized business growth”. We want each of our clients to have a strong foundation upon which business can be built and flourish. Our three areas of business support are provided throughout this document and we invite you to always visit our website www.BurksConsultingGroup.com or contact us by phone for more information.

Business Education includes our Diamond Seminar Series and our BizTech Courses. Our seminars and workshops provide you with the best and most current business knowledge to manage your business. Our BizTech courses provide business skills and how to apply those skills with technology – two courses in one to increase the efficiency and effectiveness of your business operations. Of course **Planning** services are also available to both steer and guide your business direction to achieve goals and objectives. Your Roadmap to success, via Business Plans, Operations Plans, Strategy plans, requirements gathering and Project Planning and Management are your advantage to ensure departmental activities and annual planning sessions support the overall business strategy and goals. Whether a Solo-preneur, Manager or Executive, **Coaching** both personal and professional can add the support for individual growth and advancement and well rounded balance between work and personal life.

Again, Thank you! Please visit us on the web at www.BurksConsultingGroup.com



Business Skills

Learning is a lifelong process and our world is changing so quickly. You need skills to use the business tools that will allow you to move quickly and efficiently to keep up in the global economy. Technology is the key to fast, global communication and the efficient management of supplies, materials, products and services. Attending our courses prepares you for the use of technology that make your business and life run more smoothly. Each of our training solutions below can be brought to your office or you can attend our quarterly group classes.

TRAINING



Growth for your human capital

Computer Courses: New and updated computer skills will increase your productivity and your bottom line using applications you already own!

Office 2003 and 2007
Word, Excel, PowerPoint, Access
MS Publisher
MS Project
Windows XP and Vista

BizTech Courses: Learn business management skills and how to apply technology to make them more effective...two courses in one!

Building an Effective Budget
Easy Contact Management
Building an Operations and Business Recovery Plan
Inventory Tracking and Management

Seminars and Workshops: Seminars that help you manage and grow your business are offered via our Diamond Seminar Series... "hands on" workshops presented by business experts that result in actions that you can implement when you return to your office!

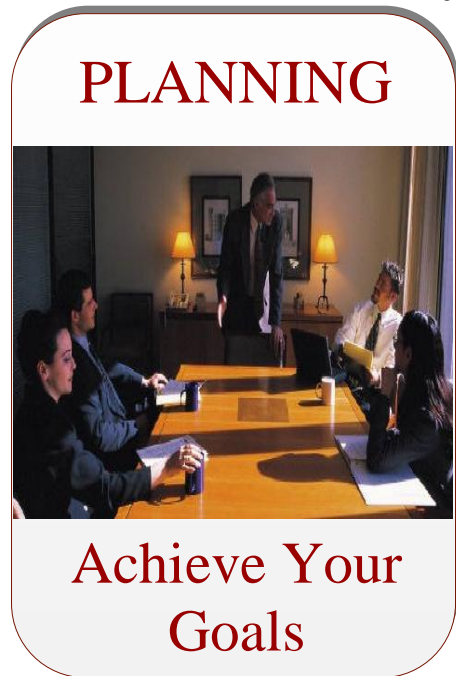
Protecting Against Identify Theft
Is Your Business Visible – Advertising and Marketing Solutions
Managing Mobile Communications
Grants vs . Contracts: Dispelling Myths

Don't forget the **QikBizTips** – Business success tips for entrepreneurs
– Request you subscription today at QikBizTips@BurksConsultingGroup.com

Business Development

Business Planning

Each business plan and planning process is individually designed to ensure your goals are clearly defined and measurable. Financial projections, sales forecasts, tracking metrics, succession planning, mission, vision



included in your plan will showcase your business, support future growth, highlight your strengths or assess opportunities using your business plan as a resource to help you make decisions to support your business goals. Planning for your success is waiting.

Operations Planning

Operations Manuals are step-by-step “how to’s” for critical daily business activities. Business Recovery documents and prioritized recovery

processes ensure your critical business operations are up and functioning first. The location of backup data, files and equipment information will be available at your fingertips in the event of an unplanned disruption.

Strategy Planning

The business path you travel should lead to YOUR goals and objectives. The decisions you make along the way should align with those goals. Our team will review where you are, where you are going and map or re-map the optimal road to your success destination.

“Success doesn’t just happen....it’s PLANNED!”

Business Coaching

BurksConsultingGroup is certified to deliver assessments that provide valuable insight to your behaviors and habits both general and situational.

Coaching is.....

A partnership designed to enable you to grow, take action, move past indecision and accomplish goals.

Our Coaches:

- Provide support and business advice to help you recognize ways in which you can improve the effectiveness of your business
- Guide your leadership development
- Provide direction to gain the support of your staff for your business vision
- Support your desired accomplishments and help you stay on target to achieve them

Our coaching team provides one-on-one environments where trust can be

COACHING



Your business
support system

fostered and confidentiality is guaranteed. Our

focus is YOU...your wants, desires, goals and

concerns. Your coach will guide you through

management of overwhelming deadlines, time

constraints and conflicting prioritizations and

encourage and empower you to take steps in new

career directions, avoid procrastination and

overcome other obstacles that keep you from

moving forward. If you are in transition in your life

or career, coaching is your answer... and we are

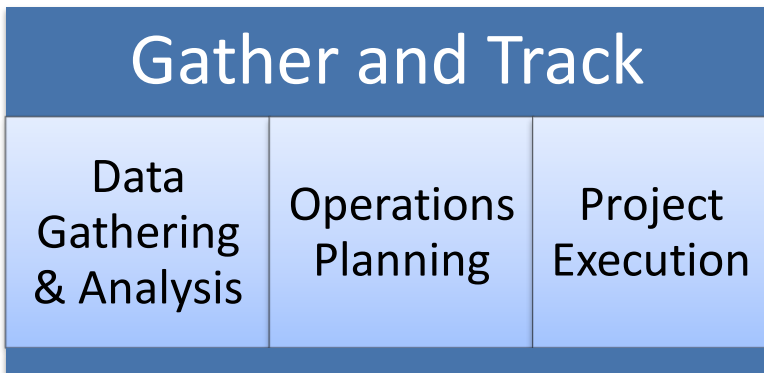
here to help.





Solutions can be packaged to meet multiple needs. These are the more commonly requested packages. Your needs could be different...Call us we can design a package for you!

Get your Business Plan and Coaching Support for the startup of your new business



Gather expert data, apply it to your business process development and track task progress... your project-training or business development- will have greater value if it's planned and implemented right

The best of both worlds! Computer skills and Soft skills training both designed to meet your specific needs





Burks Consulting Group

Building Strong Foundations for SUCCESS!

www.BurksConsultingGroup.com

Your Success Foundation

Strategy, Operations, Business
Planning & Project Management

Business and
Personal
Coaching

Computer Skills

BizTech Skills

Management
Seminars &
Workshops

With over 20 years of business experience, we've helped businesses flourish.

Build your foundation with one or all of our services to aim higher and grow!

Partial Client list:

- **CompUSA** –Microsoft Training for corporate clients in Atlanta Metro Area
- **State of Georgia**, QuickStart - Design & Develop – Development of Instructional course material for businesses moving to and creating jobs in the State of GA
- **House of Refuge Ministries** – Web development Consultant – Requirements Gathering and Technical to non-technical website design & development liaison
- **Cingular Wireless** – Sales and Technology Training – PDA and SmartPhone training for one of the largest Telecom service providers in the U.S. – TrainingPros.com
- **Clayton State University** - Training for Continuing Education of Adult Learners
- **A Day at Dephanie's** – Business Coaching – Retail Boutique Store

Credentials:

- Certified Coach, Professional Woman Network (PWN)
- Member Project Management Institute (PMI)
- Member International Institute of Business Analysis (IIBA)
- Certified Woman and Minority Business Owner, DeKalb County, GA
- Training Manager, **American Society for Training and Development (ASTD)**
- Instructional Designer, **American Society for Training and Development (ASTD)**



BURKS CONSULTING GROUP

Training, Planning and Supporting YOUR Success!

TRAINING



Growth for your human capital

PLANNING



Realize Your Dreams

COACHING



Your business support system



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