

Systems, SOPs & Delegation

The work that depends on the owner gets written down, handed over and reviewed weekly on numbers.



WHO IT'S FOR

Managers, operations and admin staff, and family successors.

FORMATS

1 day

WHAT THIS TRAINING FIXES

01

Every decision and approval still waits for the owner.

02

SOPs exist on paper, but nobody follows them.

03

Work is delegated, then taken back when something goes wrong.

1 day

Run the business on systems

- ✓ What to automate first, and what to leave alone
- ✓ SOPs people actually follow
- ✓ Role cards: who owns what
- ✓ Delegating without losing control
- ✓ The weekly numbers (MIS) review

A TYPICAL AGENDA

10:00

Where the business depends on one person: a map from your own week

11:00

What to automate first: the checklist, applied to your processes

12:00

Writing an SOP in 30 minutes, and making it stick

14:00

Role cards and delegation: what to hand over and how to check it

15:30

The weekly numbers review: the 8 numbers and the 30-minute meeting

16:30

The 30-day challenge: one SOP, one handover, four reviews

WHAT THE TEAM TAKES HOME



SOP template



Role card template



"Is this worth automating?" checklist



Weekly numbers review format

Copies of Jugaad Is Not a System can be bundled for every participant.

THE 30-DAY CHALLENGE

WEEK 1

One process mapped and its SOP written

WEEK 2

Role cards for the people who run it

WEEK 3

The handover, with a weekly check

WEEK 4

The first weekly numbers review

DAY 30

Review call: what changed, what to fix next

EVERY PROGRAM INCLUDES

- ✓ Take-home worksheets and scripts
- ✓ A 30-day implementation challenge, with a review call at the end
- ✓ An optional Growth Diagnostic afterwards, for owners who want the full picture

How booking works: scoping call → proposal → 50% advance confirms the date → training and 30-day challenge → review. **Fee on request**, per batch of up to 30.



Get a proposal:
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