



# EnterpriseEssentials

## Improving skills in the building services engineering sector

### Overview

There are many benefits for small businesses in creating an entrepreneurial culture and taking a strategic approach to business-thinking, including being able to respond to changing markets and new business opportunities.

**EnterpriseEssentials** from SummitSkills is a free online tool that makes managing and improving enterprise skills and organisational development simple and straightforward. It helps small business owners and managers in our sector to identify existing skills training and progress towards further development.

#### The system can help

- identify skills gaps and training requirements
- plan skills training
- record skills acquisition and achievements
- monitor individual development



# Benefits

## Pre-registration features

- sophisticated software environment based on National Occupational Standards
- unlimited free access to detailed role profiles for SME owners and managers in the building services engineering sector and, where required, their management and supervisory team
- free self-development tool with built-in enterprise readiness scores
- free guidance notes clearly mapped to specific areas of enterprise competence
- search hundreds of training and development opportunities
- automatic skills gap analysis and free personal development planner
- automatic signposting to national and regional projects and development opportunities

## Other features (available to free-of-charge registered users only)

- permanent individual record of enterprise skills and competence
- permanent records of training and development activity undertaken
- built-in mentor and coaching tools to aid face-to-face development and distance support
- find-an-advisor search facility based on area of expertise and location
- company-wide registration and development of all supervisory and management staff
- permanent staff records supporting skills gap analysis
- permanent appraisal schemes based on National Occupational Standards



## How it works

**EnterpriseEssentials** from SummitSkills is based on the National Occupational Standards for Enterprise. These are internationally recognised standards of good practice, and describe in detail the skills and knowledge you will need to start and run a successful small business.

**EnterpriseEssentials** offers:

- individual units that focus on key aspects of the enterprise lifecycle
- a source of reference to detail what you need to do, and what you need to know and understand
- signposting and recommendations of where you can go for help and support when developing any area of your business
- your enterprise profile automatically selects the relevant units based on the stage you are at or your preferred area of focus, including
  - **thinking about starting in business**
  - **starting your business**
  - **running and growing your business**
  - **money matters**
  - **people matter**
  - **customers matter**
- self-assessment of your current skill level and identification of any gaps in your skills or knowledge

## For more information

Contact your regional operations manager or visit [www.summitskills.org.uk](http://www.summitskills.org.uk)