

兒童教育中心開業顧問服務 Consultancy Service Menu of Next Step Consulting

基本服務計劃 Basic Service Package:

- ☑ 編定業務發展計劃書
Preparation of sound and feasible business plan
- ☑ 指定地區市場分析
Market Analysis for chosen district
- ☑ 選址及與業主洽商租用條款
Venue selection and terms negotiation with landlord/agency
- ☑ 提供設計及裝修建議
Renovation advice for compliance with government regulations
- ☑ 在中心開業前代為收生
Utilization of resources offered by Next Step to begin student recruitment before opening of center
- ☑ 設計課程及選擇教材
Design of courses and materials selection
- ☑ 制訂中心行政及學生資料處理系統
Setup school administration and student database
- ☑ 為中心負責人或一名中心職員提供培訓
Training of owner or 1 appointed staff
- ☑ 制定中心首月之市場及招生策略
Planning of promotion and marketing strategies for student recruitment for the first month
- ☑ 制定最有成本效益之上課時間表
Time-tabling
- ☑ 於開業後首月提供電話支援
Telephone support for the first calendar month upon opening of center
- ☑ 協助聘請員工(老師及中心經理)最多 2 位
Hiring of staff (Tutor & Center Manager). Max. 2 staff

增值服務 Optional service:

1. 申請學校牌照，並協助審視裝修圖則
Application of School License and vetting of drawings for cost minimization and compliance with school registration requirements
2. 訓練額外中心職員 (最多三位)
Training of additional staff(s) (max. 3 at the same time)
3. 於開業後首兩星期駐場協助中心運作(每星期 15 小時)
On-site support for the first two calendar weeks upon opening of center (15 hours per week)
4. 於開業後首兩個月駐場協助中心運作 (每星期 15 小時)
Nursing for 2 calendar months - on-site support for 15 hours per week
5. 檢討中心運作，制定進一步業務發展計劃
Performance evaluation, preparation and implementation of enhancement plan

特別服務 Individualized Services:

6. 課程設計
Learning Center Program design
7. 聘請外籍英語老師 或 教育中心經理
Hiring of Staff - Native English-speaking Teachers or Professional Center Manager

Fees Schedule

1	Basic Consultancy Fee	HK\$55,000
2	Add-on #1 license application	HK\$28,000
3	Add-on #2 training for additional staff(s) (max. 3 at the same time)	HK\$12,000
4	Add-on #3 On-site support for first two weeks of operation	HK\$8,000
5	Add-on #4 nursing for the first two months of operation	HK\$28,000
6	Add-on #5 evaluation & enhancement	HK\$28,000
7	Learning Center Program design plus hiring of 1 teacher	HK\$40,000
8	Hiring of Staff (without subscribing other service)	50% Monthly Salary of hired staff

Next Step Consulting
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