



0.1. **Welcome**

Hello and welcome to the "On Line Managers Toolbox" concept. We hope you find the information you are looking for, however should you need further assistance you can either make a request for a member of our team to call you back at a time to suit you, or you can contact us directly. It is our policy to respond to all enquiries within 24hrs and you will find the contact information you require in section 4.1. of this pack.



Alternatively you could visit the 'online manager's toolbox' web site at www.fastraksolutions.co.uk/toolbox

This pack covers our "Workforce Development" module and is used to support potential client interest and existing clients as they look to make the most from the application they are using. The following pages offer information, advice and tips, however before moving on we recommend you take a look at the overview below to obtain an understanding of why and how we introduced this service.

0.2. **Product overview**

Our concept for the 'on-line manager's toolbox' started many years ago. During our time in senior level corporate management we had found it necessary to develop a range of creative (IT based) tools in our efforts to overcome the management challenges we faced. Looking back these were rather crude attempts based around spreadsheets and database solutions, however this was not so important. What is important is that:

1. We did it because there was not a suitable commercial alternative
2. We developed tools that considered the *Day to Day* issues that we, as functioning managers faced
3. These crude aids worked well - To a point

Of course there was and still are many, many powerful and effective IT based management tools on the market, but not specifically what we needed. While running the risk of making the greatest generalism ever, many of the products appeared to have been developed without an understanding of the live pressures and demands that often dictate our working days as operational managers.

What we needed were creative solutions that had been designed and developed with *insider* knowledge of the complex environment that is real general day-to-day management. The place where all does not run smoothly, where we are distracted by today's latest crisis and things we accept and truly believe are important, are unfortunately left until later - Heaven forbid, they are forgotten about! Based on this the 'on-line managers toolbox' concept was established.



We believe you will find our products innovative, interesting and able to add considerable value. Should you wish to discuss your specific needs or indeed the concern you face in more detail, please do not hesitate to get in touch.

"Nothing in life is to be feared.
It is only to be understood."

Marie Curie