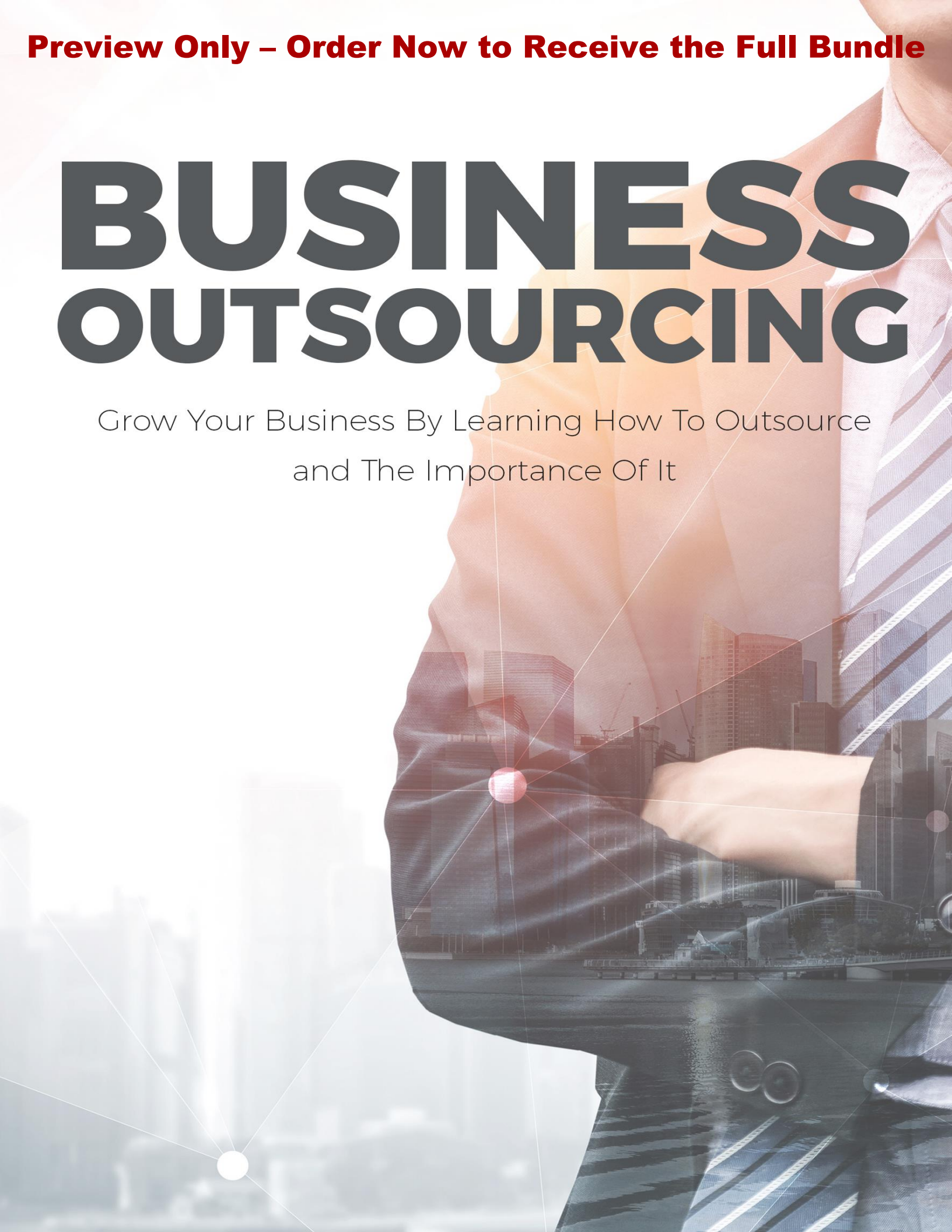


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BUSINESS OUTSOURCING

Grow Your Business By Learning How To Outsource
and The Importance Of It



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Table of Contents

Introduction7

Reasons You Might Consider Business Outsourcing 8

Chapter 1: Finding Ways to Outsource 10

Evaluate Daily Activities 10

Prioritize Daily Activities 11

Consider Administrative Tasks..... 11

Develop a Plan for Managing Outsourced Activities 12

Guide To Outsourcing..... 12

Select Qualified Candidates Carefully 13

Establish Definite Requirements 13

Establish a Firm Deadline 14

Chapter 2: Dangers Of Business Outsourcing 15

Business Outsourcing For Risk Management..... 16

Communications Problems With Business Outsourcing..... 17

Chapter 3: Selecting The Right Person 19

Business Outsourcing And Verifying Employees 21

Chapter 4: Outsourcing Professionals From Online Jobsites ... 22

Maintaining Quality Of Service When Business Outsourcing..... 24

Chapter 5: Understanding Outsourcing 25

Outsourcing Defined 25

Domestic Outsourcing 26

Overseas Outsourcing 26

Benefits of Outsourcing 26

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Business Outsourcing

The Advantages Of Outsourcing	27
Cost Reductions From Outsourcing	28
On Call Experts	28
A Larger Workforce	29
More Flexibility	29

Chapter 6: When Outsourcing Is The Best Solution 30

When Outsourcing Saves Money	31
When Outsourcing Helps Make Deadlines.....	32
When Outsourcing Increases Productivity	32
When Outsourcing Is The Only Option	33
The Qualification Of In-House Staff	33
The Availability Of In-House Staff	34
Client Requirements.....	35

Chapter 7: Internet Marketing and Outsourcing 36

Managing Multiple Niches	37
Outsourcing Copywriting	37
Outsourcing Website Design	38
When Outsourcing Compromises Quality	38
What Is Outsourcing?.....	39
Do You Compromise Quality With Outsourcing?	39
When Outsourcing Does Not Compromise Quality?.....	40
Outsourced Not Outsmarted.....	41
Verify Candidate Qualifications	41
Outline Project Requirements Carefully.....	42
Schedule Periodic Milestone Meetings.....	42

Chapter 8: Raising The Bar through Outsourcing 44

Top Quality Work from Industry Experts	45
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Business Outsourcing

Flexibility In Scheduling.....	45
Reduced Operating Costs.....	46
Protect Your Niche When Outsourcing	47
Choose The Type Of Work You Outsource Carefully	47
Share Keywords via Email	48
Use a Non-Disclosure Agreement.....	48
Conclusion	50
Leave The Copywriting To The Professionals	51
Let The Experts Design And Optimize Your Website	52

Introduction



Companies might consider business outsourcing for many different reasons. Outsourcing might be considered for many different business segments.

Business outsourcing is when a company hires an outside source to complete work or a project which would normally be done by the staff.

A company might consider outsourcing for saving money by cutting down on costs or they might not have the employee resources to complete a particular project.

Outsourcing gives a company the opportunity to complete a needed project performed by people who are not their employees. This means they don't have to pay a salary or provide benefits to the people also.

When business outsourcing occurs, the company will usually enter into an agreement with the outsourcing company which is usually a contract.

The contract will usually include the terms of the agreement like steps throughout the project, time the project will take, people involved,

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cost, and required resources from the client. There are many different types of outsourcing.

The most common segments of a business that hires outsourcing companies for assistance include accounting services to help with payroll, inventory, and financial issues.

The biggest field of outsourcing today for companies is in the Information Technology field. This is because companies will upgrade their phones, computers, need cabling installed, troubleshooting, and more.

Companies also outsource people for customer service positions, call centers, and telemarketing.

Outsourcing is a solution for a business to save money and complete projects and tasks in the workforce without having full time employees do the work. Outsourcing is becoming more and more popular across the world every day.

Reasons You Might Consider Business Outsourcing

There are many reasons you might consider outsourcing for your company. Many of those reasons might include the resources, cost, or staff.

If you are a growing company, you might have many projects you need to complete for your expansion. If you are upgrading systems, you might have projects you need to complete.

You might not have a staff that knows how to complete the project, or your staff may not have enough people to complete the project in the time frame you would like it to be done.

Outsourcing is an excellent idea when you face issues like this. A company can come into your business and complete the project on your required deadline.

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Another reason you might consider outsourcing is to save money. You might currently have full-time employees in positions that only require them to be around for certain times of the year.

It is cheaper to eliminate the full-time employee position and bring in the outsourcing company only when you need them to work.

When you bring in an outsourcing company to complete a project rather than hire a full-time employee you are saving on the yearly salary and the benefits you would have to offer that employee.

In most cases, it is usually cheaper to hire an individual or team of people on a temporary basis then it is to use your own staff. There are many reasons you might consider outsourcing.

You might have a full-time employee you need for one specific thing but often has a lot of downtime and you have to find work for them to do to keep them busy.

There is no reason to pay a full-time employee if you can hire someone for the duration you need them.

Chapter 1: Finding Ways to Outsource



Are you considering outsourcing but have no idea where to start?

In almost every industry there is the opportunity to outsource at least a few of the common tasks performed in the industry.

In some industries there may be the possibility of outsourcing the majority of the common tasks while in other industries there may only be the opportunity to outsource one or two of the common tasks.

In either case outsourcing can result in a lightened workload as well as an increase in profit.

Evaluate Daily Activities

The first step in finding ways to outsource is to take a really close look at the daily activities you perform when tending to your business. Make a list of each of these activities and note any related activities that are typically performed in conjunction with each other. Making

this note is important because activities which are typically performed together should either be outsourced together or remain as in-house activities together to maintain the highest level of efficiency.

Once you have compiled this list of activities, carefully consider which activities can easily be performed by another person and which activities require your personal attention. This will give you a good idea of which activities you could outsource, and which activities would not be good opportunities for outsourcing.

Finally, review your list of activities and note how long it takes you to perform each of the activities you could outsource. This information will be helpful later if you decide to search for a candidate to complete these tasks.

Prioritize Daily Activities

After you have carefully examined your daily activities, it is time to prioritize these activities. Create a comprehensive list of all of your daily activities in their order of importance. For this list include both the activities requiring your personal attention and the activities which can be outsourced.

When you make your decision to start outsourcing some of your daily tasks, start with the highest priority on the list which you believe can be outsourced. Attempt to outsource this task as a test to determine whether or not outsourcing will work for you.

If you decide you are comfortable with outsourcing and that it is working for your business, you can continue down the prioritized list attempting to find those capable of handling your daily activities.

Consider Administrative Tasks

We have already discussed the importance of evaluating your own daily tasks in the process of finding ways to outsource but it is also important to consider tasks completed by your staff members. Administrative tasks are often tasks which can be outsourced so examining these tasks will give you a good idea if you can increase the efficiency of your administrative assistance by outsourcing some of their responsibilities.

Activities such as data entry, transcription and other activities often handled by personal assistance are all example of activities which can easily be outsourced. Additionally, there is a great deal of qualified candidates available to fulfill these tasks.

The industry of virtual personal assistants has become a booming industry with many savvy entrepreneurs offering their skills in these areas as a consultant.

Develop a Plan for Managing Outsourced Activities

Before starting to outsource daily activities, you should develop a plan for managing all of your outsourced activities.

This plan should include the following:

- Method for selecting candidates to handle outsourced work.
- Method for overseeing the work performed by independent contractors.
- Method for evaluating the work performed by independent contractors.

Guide To Outsourcing

Those who are considering outsourcing portions of work for the first time may be feeling overwhelmed and hesitant about the concept of relying on someone outside the company to complete work-related tasks.

The discomfort with deciding whether or not to outsource work stems largely from ignorance about the process of outsourcing. This chapter will serve as a guide to those who are considering outsourcing for the first time and will provide information on how to select qualified candidates, establish project requirements and enforce a deadline for project completion.

Select Qualified Candidates Carefully

One way to greatly simplify the process of outsourcing is to give special consideration to selecting a qualified candidate to complete the outsourced tasks. This is important because outsourcing the project to an individual who is qualified to complete the tasks and motivated to do a good job will make the outsourcing endeavor more likely to be successful.

To find the right candidate for the job, place advertisements outlining the project requirements and preferences and carefully review each application which is submitted. Immediately disregard applicants who are not qualified for the position.

Then review the applications of qualified candidates carefully and select a small group of the most promising candidates. Next interview each of these candidates and verify their references and passed work experiences to learn more about these candidates and their abilities and work ethics.

After interviewing these candidates, it is time to make a decision regarding hiring one of the final candidates. Do not be discouraged if none of the final candidates seemed right for the job because you are under no obligation to hire any of them.

You can continue your search for a qualified candidate by placing your job advertisement again and soliciting new responses.

Establish Definite Requirements

When outsourcing a project or tasks, it is important to clearly define the project requirements. This is critical because it is important for the contractor to fully understand the tasks which are being outsourced to ensure he is fulfilling all of the requirements and completing the task in a satisfactory manner.

Failure to establish definite project requirements and goals can lead to a great deal of problems when outsourcing a project. The contractor may feel as though he has completed the project as it was outlined but the employer may disagree. When this happens there can be harmful delays until the issues can be resolved amicably. In the case that this

is not possible it might be necessary to employ the assistance of a mediator to evaluate the contract documents and the work produced to determine if the contract terms were met.

Establish a Firm Deadline

Another important element of outsourcing is establishing a firm deadline for the project. This is important to avoid misunderstandings and to prevent late submissions of work.

Setting milestone goals is also important because it gives the employer the ability to evaluate the progress of the contractor during different stages of the project and to ensure it is proceeding according to schedule.

Ideally the deadline should be established before the candidate is chosen. This is important because this enables the employer to verify that the contractor is available for the duration of the project.

Schedule should be discussed early in the process of selecting a candidate to avoid selecting an ideal candidate only to find out he is unavailable when his services are required.