



Holistic Education
Programme Sdn. Bhd

FROM START TO FINISH

BUSINESS SUPPORT SYSTEM

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Phase 1- Starting up

**Why do you choose to start a
business?**

What do you need to start a business?

- **Passion**
- **Money**
- **Knowledge**
- **Mindset**
- **Persistence**
- **Courage**
- **Creativity**

QQ Kindergarten Vision statement :

To create a practical kindergarten programme which educates children to **learn effectively, socialize easily and laugh heartily.**

How to start?

- **What is your business nature?**
- **Location?**
- **Company registration at SSM**
 - **Sole proprietary or Sdn Bhd?**
- **Get approval from three agencies**
 - **local council, Bomba, kesihatan, JKM/JPN**
- **Start your business – marketing**

Some valuable advice :

- **Details and agreement
(neighbours and staffs)**
- **Location**
- **Handling of Human resource -Teachers**
- **Internal quality management**
- **Handling Parents complaints/feedback**

Phase 2- Expansion

Why expansion?

More details to consider :

- **Setting up Sdn Bhd**
- **Proper accounting system**
- **Support Needed :**
- **Man power-career path**
- **Standard operation procedure (SOP)**
- **Quality system**
- **Training system**
- **Research and Development**
- **Handling of Licensees- CE-Co Educator**
- **Rules and regulations**
- **Branding**



QQ HEP Vision Statement

Let QQ unleash in every corner of the world a full range of **educational influence** to cultivate future leaders with **humanities** and **noble character**.

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Some valuable advice :

- **Contract and agreement**
- **Support and dissemination of information**
- **Vision and mission alignment**
- **Standardization**
- **Group image**

Final advice

- **Has passion in whatever you do.**
- **Improve your knowledge in your field.**
- **Be innovative and creative to add value to your service. (think out of the box)**
- **Listening to customers feed back (internal and external)**



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