

COURSE DESCRIPTION

Improving Organizational Performance

Dramatic and significant improvement can best sum up what this international training course can offer. This innovative and engaging program will focus on what's new and what will produce a high level of results in any organisation. The latest techniques and case studies will show how you can maximise your Human Resource and make the organisation very effective. The possible ROI after attending this program is immense and the skills and knowledge gained invaluable to any organisation.

This training seminar will show you how to:

- Use a strategic template to organise activities
- Use a new set of formulas that work and be able to show the right size of your organisation
- Master the new approaches and innovations in succession planning, workflow design and Business Process Mapping
- You will find out how to pay talented people more, at no extra cost to the organisation

Objectives

At the end of this training program delegates will be able to:

- Assemble the key inputs to form a Strategic Plan
- Demonstrate and calculate using new formulas and be able to dispense with those old formulas that no longer add value
- Be able using a template to right size any organization
- Understand and be able to take action on the immense Artificial Intelligence will have on employment over the coming two years.
- Show and master the key new methods for succession planning, emergency planning, productivity management, workflow techniques and Business Process Re-Engineering (BPR) techniques
- Find out and be able to instigate a process for rewarding talented people at no extra cost to the organization.

Training Methodology

This is a very practical and hands on program. Many of the techniques will be explained using *recent case studies* from Government, Shell, GOOGLE, Sysco, BMW, the financial market and oil industry. Working in teams throughout will enhance your enjoyment of the program.

Specialist learning tools will be available to better aid your application of the techniques taught including *quick reference wall charts* which will compliment a very comprehensive *manual and full-worked examples*. This training course offers an extremely high return on investment.

Organisational Impact

The ROI on this training will be achieved very shortly after delegates return from this program.

Specifically benefits you can expect include:

- The new approach to to add and show a measureable financial contribution to the organisation – each year
- Predictive information will allow organisations to plan more effectively – the information produced will be better focused and easier to understand
- The new approach to succession planning will add a new level of confidence to organisational continuity
- Understanding the financial implication of lost time through whatever reason is a significant factor in new workforce management
- Have a process to right size your organization now.
- Be able to reward talented people in a fully transparent way.

Personal Impact

- You will be able to show the value added of what you do in financial terms
- Be a master of productivity measurement
- Master the new approaches to effective and cost-effective succession planning that will have a significant positive impact on the organisation
- Many of the old formulas used by old type Manpower planning departments simply don't work – those attending will be armed with the latest and most practical – thus saving significant management time. All delegates will be able to have the skills and knowledge to carry out a right sizing exercise if required

COURSE DESCRIPTION (cont'd)

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Who Should Attend?

This training program is specifically targeted for anyone who is responsible for organisational design, forecasting or maximising their Human resource. CFO's and CEO's would also benefit for find out the new techniques to financially maximize the Human Resource.

- HR Personnel
- Those responsible for providing workforce data
- Strategic Planners
- Succession Planners
- Organizational Development Professionals
- CEO's and Directors
- Department Heads
- Anyone interested in the pursuit of organizational efficiency
- Those interested in transforming HR into a profit center
- Graduates on management development programs
- Personnel who are involved in either workforce planning, HR Analytics, organisational design or planning or succession planning who wish to significantly upgrade their skills and knowledge

Course Outline

- 1. From Strategy to Organisational Design and Working Ratios**
 - Introductions and our Program Objectives
 - The Importance of a Strategic approach in business efficiency
 - The ten (10) Critical Inputs of Workforce Planning
 - How Artificial Intelligence will change the way we work in the next two years.
- 2. Our Role in Organisational Productivity**
 - Collecting the Information
 - Understanding the Ingredients – Competency and how to measure it
 - Understanding and Measurement of Performance Information
 - Reliability – What is it? How to measure and improve it
 - Measurement of Reliability – new tools – great results
 - The Value of Time and People - essential calculations and information
- 3. Downsizing, Rightsizing & Workflow Management**
 - What is the difference between Downsizing and Rightsizing?
 - Techniques for Rightsizing
 - How to right size any organization; A to Z worked example
 - Calculating the value of Rightsizing
 - Using Workflow Management to improve efficiency
 - How much can you improve productivity by?
 - Making the Financial Case – What is the added value here?
- 4. The Workforce efficiency dashboard – Business process mapping, succession and emergency planning, a new look at pay and rewards**
 - Understand the value of the Workforce Planning Dashboard
 - Importance of Staff Satisfaction
 - Why do we need Business Process Mapping?
 - What it has to offer?
 - How to draw Business Process Maps & Calculate the value of improvement
 - Emergency Planning – for people
 - A New Approach to Critical Succession Planning - transform your succession planning approach using the new approaches and identify what's best for your organisation
 - Techniques to fit people into the right job – latest Psychological approaches
 - Innovations in Pay and Rewards using a Hopper System and other new approaches