Techniques to Significantly Improve Organisational Effectiveness

MEDIUM : English   Duration: 1 to 2 Days

Creating efficiencies through People, Processes and Productivity

This dynamic and new program will aid any organisation in either the public or private sectors to be measurably more effective. Maximising resources is the number one item on international quality organisations agendas. Find out methodologies that make a real difference. In this very practical, hands on program, not only will you find out what can make a real difference, but you will be able to do it, thus making implementation back at work much easier.

This training course will feature:
1. **How to get the most value from your employees**
2. **Techniques you can use to get the best effectiveness from your existing organisation**
3. **How to improve existing processes and show the financial benefit**
4. **About the new techniques that will improve productivity**
5. **Ways to contribute to improving the financial performance of the organisation**
6. **How to master effectiveness management processes**

What are the goals?

By the end of the training course participants will be able to:

a. Calculate the exact number of people needed to run their organisation and financially show the benefit
b. Prove and demonstrate to others by analysis the cost of poor performance to the organisation and have a strategy to improve it
c. Using the latest techniques will have mastered and be able to implement and show the financial benefit of Business Process Re engineering techniques
d. Collect the data and be able to run a productivity dashboard
e. Understand and be able to show others the benefits of using a differentiation system to improve productivity
f. Have five (5) implementation plans ready to action when returning to work

Who is this Training Course for?

This course is suitable for anyone who has direct or indirect responsibility for improving, processes, the organisation, the department, productivity or creating value from the organisation.

Although well suited for all HR personnel this course has a much wider appeal for operations personnel, managers and line supervisors as well as CFO's or their staff.

How will this Training Course be presented?

The training course will utilise a variety of **adult learning techniques** to ensure maximum understanding, comprehension and retention of the information presented. This will include *group and individual activities, current case studies and practical exercises.* **This will be facilitated learning through direct input, discussion and encouragement to test and critically appraise theories, new models and international concepts.**

Delegates will be encouraged to interact and engage with the course by exploring, discussing and debating the findings and conclusions of group activities using their own work related experiences.

A full and detailed manual and copy of all the slides used will be available as well as two (2) wall maps. Each day will conclude with delegates writing up their own action ideas for implementation making this course a very high ROI.

⚙ Course Outline

Session One - Effectiveness through people
- Introduction and program objectives
- How much work should we realistically expect people to do
- Research on productivity in 2015
- How to calculate the cost of poor performers – *group exercise*
- Methodologies to improve people performance
- How much work do talented people do? - *Case study*
- *Implementation plan*

Session Two - Improving the effectiveness of the organisation
- The history of organisational design
- Two (2) ways organisations can improve their performance
- Innovations in organisational design
- How to calculate how many people you need in any organisation – *group exercise part one*
- Refining and demonstrating the actual operating size of the organisation – *group exercise part two*
- Removing processes that prevent productivity
- *Implementation plan*

Session Three - How to measure, manage and improve any process
- Understanding processes – the definition – *DVD clip and discussion*
- Innovations in improving processes – *DVD modern process re engineering*
- *Exercise part one* – mapping existing processes
- *Exercise part two* – techniques that top consultancy companies use to improve processes
- Showing the financial benefit to the organisation – *group exercise.*
- Implementing change in the workplace.

Session Four - Managing and maximising productivity
- What is productivity? *Group discussion*
- The three (3) key components that constitute productivity – how to measure them and how to improve them
- The real cost to the organisation of performance appraisal
- Two approaches that will significantly improve performance appraisal systems
- What prevents good productivity – *group exercise*
- Implementing productivity improvements in the work place

Session Five - Actions you can take that will improve the finances of you organisation
- A new approach to training – what training adds value? *Group work*
- How training can add measurable value
- Implementing differentiation policies to improve productivity
- A new approach to bonus and rewards using the productivity dashboard
- Stopping thing that waste organisational time – *exercise and case studies.*
- *Implementation plans for action*

All public and in-house programs are delivered by Senior Trainers/Consultants of CEL. Please contact CEL for trainer profile(s) if needed.