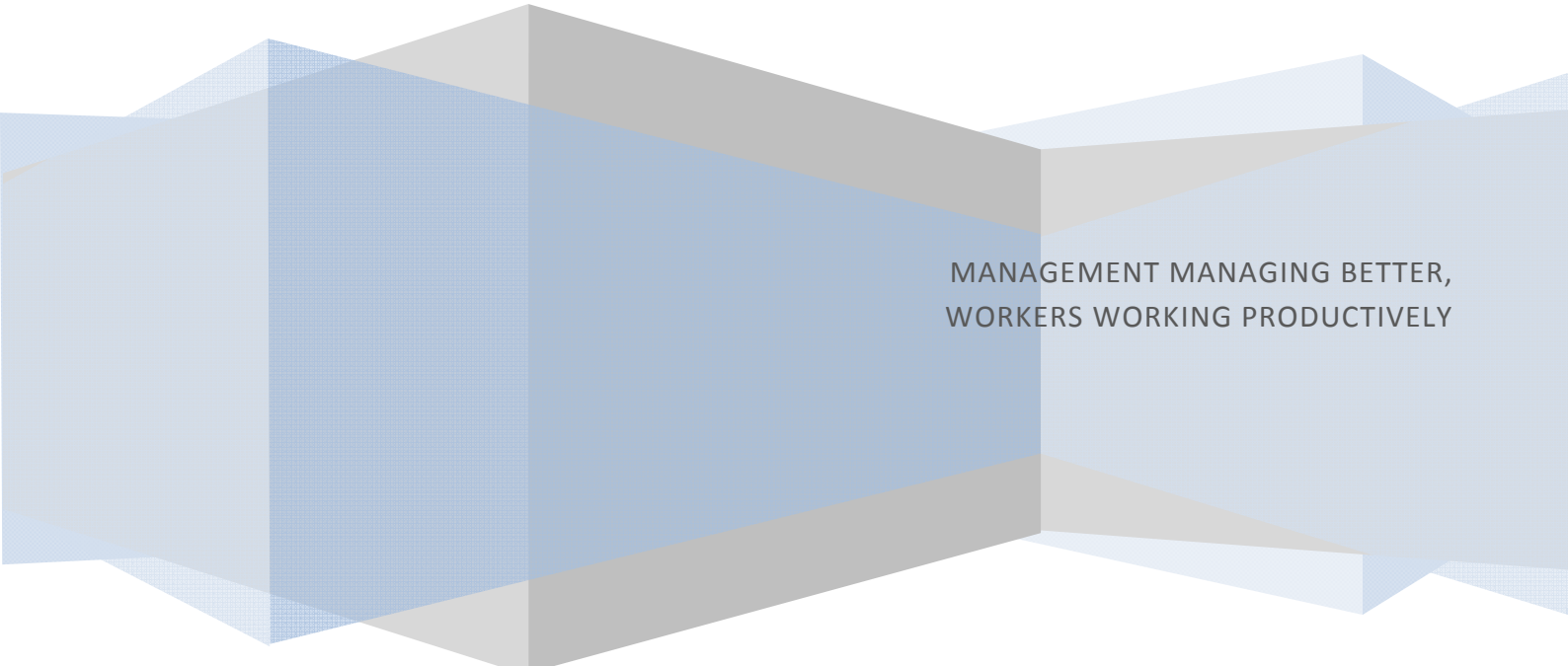


ACCEL-TEAM

Team Building

Productivity Improvement Training Workshop



MANAGEMENT MANAGING BETTER,
WORKERS WORKING PRODUCTIVELY

TEAM BUILDING

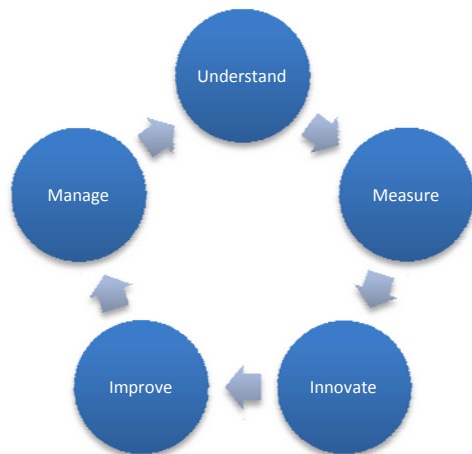
PRODUCTIVITY IMPROVEMENT SKILLS

THE COMMONSENSE, LOW-COST APPROACH TO QUALITY, COST AND DELIVERY IMPROVEMENT

Overview

Virtually every organisation seeks to ensure that their processes, products, or services are of the highest quality. Furthermore, such products and services are delivered in the right quantity, at the right time to customers and that such quality and delivery is done cost efficiently.

To achieve quality, delivery and cost goals, organisations both public and private deploy some form of process improvement. Many organisations use sophisticated methodologies, techniques and terms that become the domains of the few (specialists, middle and senior management.) In doing so, the methodology and specialist practitioners ignore the very real and invaluable contribution of the many to the success of their organisations. Indeed, some of ‘the many’ may even become antagonistic to improvement initiatives.



This workshop equips employees at all levels with simple easy to learn / apply tools, techniques and methodology to understand, measure, innovate, improve and manage a process or part thereof in order to achieve quality, cost and delivery goals.

The workshop builds on the key team skills and themes developed in the *Team Building Foundation Workshop* that emphasised the need to break down inter-departmental barriers, deal with

forceful personalities, overbearing experts and ‘speak with data’. It encourages and trains people in team-work and problem solving by including simple tools of productivity improvement and an easy to implement (in any workplace,) uncomplicated methodology. The effect is a commitment to quality improvement, the promotion of open decision making, and a material impact on productivity.

HOW THIS WORKSHOP CAN HELP

- Develops skills that all employees can learn, apply and produce results
- Works in any workplace, office, shop floor, warehouse, construction site etc.
- Works in any sector, public, private, voluntary, etc.
- Leads to improvements in QCD (quality, cost, delivery)
- Resistance to change is removed
- Continual incremental improvement in any process is possible
- Solutions grounded in reality of workplaces
- Commonsense, low-cost approach
- People become motivated, learn more about their organisation and contribute more
- Workplace becomes more productive, more safer and more happier place to work in

Who this workshop for?

This workshop builds on the skills developed in the Team Building Foundation, where the focus was on developing the skills required in any team activity. Such skills include inter-alia communications, defining roles, decision making, documentation, recognition and handling problems that always seem to crop up, that adversely affect effective team-work.

This second team building workshop is targeted at team members—the people, at any level, who carry out the work of the organisation—the focus here is on developing productivity improvement skills. Each topic is examined from the viewpoint of what a team member can do to contribute to their organisations success. The basic information here is relevant to all kinds of employees, especially the ‘real experts’—those that actually do the jobs that make up the subparts of the business process, who change inputs into the business process, into output goods and services:

- Do employees need to understand the work that they do?
- Do you want employees to contribute more to productivity (quality, cost and delivery goals?)
- Does your team need to develop a common framework to tackle problems and develop feasible, well thought out and sometimes innovative solutions?
- Do you want to keep employees enthused by continuous improvement and change?
- Do you want your people to improve their understanding of problems, before rushing to make quick (rash) decisions and implementing poor solutions?
- Do you want to turn employees into organisational ‘heroes’?
- Do you want employees to gain higher levels of job satisfaction and motivation?
- Do you want to delegate more in order to better plan and coordinate?

WORKSHOP CONTENT

To get an overview of what’s in each module for this workshop.

INTRODUCTION

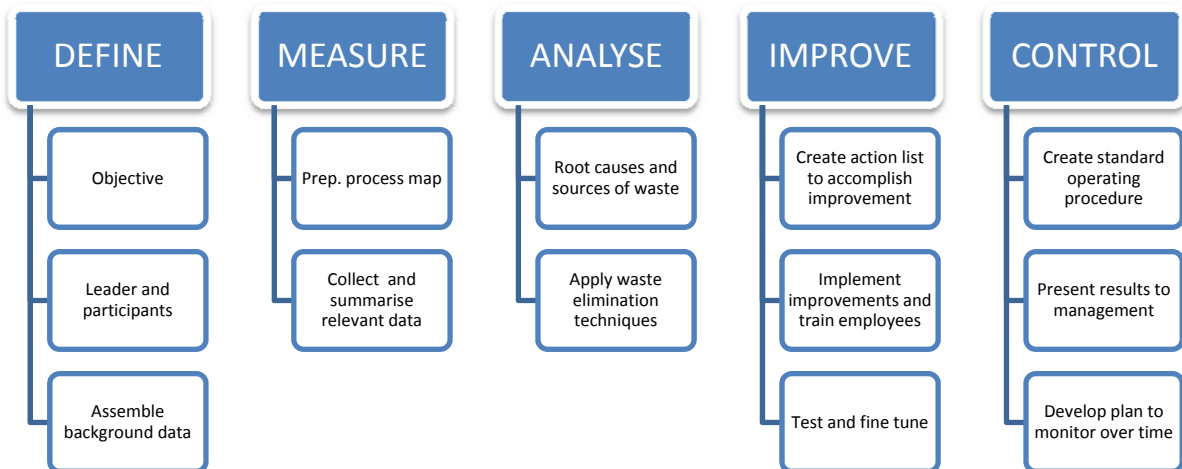
- The organisational quest for better productivity (quality, cost and delivery)
- Some important team concepts

PRODUCTIVITY IMPROVEMENT AND PROBLEM SOLVING

- An overview of problems
- Work as a process
- What is problem solving?
- What is productivity and how is it improvement?
- Why are process measures important?
- The team-approach to problem solving as a basis for productivity improvement
- Key success factors

USING A SYSTEMATIC MODEL TO ACHIEVE IMPROVEMENTS AND SOLVE PROBLEMS

- The Define-Measure-Analyse-Improve-Control Cycle



Delegates will take-away from this module process for improving productivity, a ‘toolbox’ of techniques (data collection, Pareto graphing, time-series graphing, process charting, cause and effect diagramming etc.) for each of the steps in the improvement process and a decision making process.

VISUAL MANAGEMENT - CREATING A PROJECT STORYBOARD

This module shapes the whole process into a self-explanatory, graphic summary of the key analysis, decisions and actions, that keeps the whole organisation informed of the team’s project progress.

WORKSHOP DELIVERY

We are situated in the UK (Cumbria) and will deliver the workshop, ourselves or use a partner organisation, in the UK or overseas by arrangement.

Duration

3 days

Where

We will deliver the workshop:

- *On your premises*, if you have suitable facilities available. Essentially you provide your in-house facilities, book our accommodation and we deliver.
- *On suitable premises in a location near to you*, with suitable facilities. Essentially you book our and (optionally) your accommodation, we travel and deliver.

How

The required essential facilities are:

- White board
- Flip charts and board

Optional resources can include:

- Overhead slide projection facility
- Delegates bring and use laptops
- Laptops kitted out with MS Office OneNote for note taking
- Laptops kitted out with MS Office Groove for sharing / disseminating files and collaborating

NEXT STEP

To discuss your team building requirements and or to book contact us by telephone or email:

Call: 0800 756 9865 (International toll free number)

+44 1946 82 3191 (Office)

+44 (0)7918 17 5445 (Mobile)

Email: sales@accel-team.com

Final Thought: Please keep uppermost in your evaluation; we expect you to expect a return on your investment in our training and development workshops. For every unit of currency invested in our workshop, what multiple are you seeking as a return on investment? In year one? In year two and beyond?