

Getting More Work Done

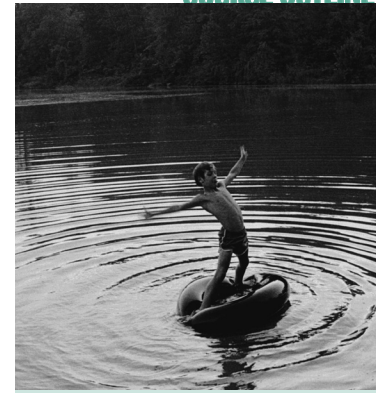
Is your organization overpromising and under-delivering? Are you being driven to produce more and more but getting less and less impact from your go-to methods? It might be because you're treating all work the same when all work isn't created the same. In this workshop, you'll learn about the two distinct kinds of work—operational and initiative—and the different priorities, resource assignments, and other success factors that influence each. Add to that, you'll learn the tools and techniques to lead and manage better, gaining time and resources back. Once you have a clear understanding of these topics you'll be able to tackle the day-to-day work more efficiently and make better decisions about what initiatives to take on.

FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Participants will experience practical and immediately useful techniques that they will be able to incorporate into existing projects to maximize skill transfer.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results so they're prepared to manage work and outcomes successfully back on the job.

DISCOVER HOW TO

- Distinguish between operational and initiative work.
- Understand the balance between leading and managing.
- Determine production efficiency and conduct demand forecasting.
- Learning to lead and manage better to gain time back.
- Prioritize initiatives based on organizational strategic influences.
- Assign operational resources and create capacity for initiative work.
- Schedule initiatives and resources to produce greater value sooner.
- Leveraging critical thinking to prevent misguided use of time and resources.



DURATION:
Traditional - 2 days.
Virtual - 16 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: anyone who leads and manages an organization that struggles to get everything done that they are expected to do.

PREREQUISITES: none.

PDUs: 14 credits.

OUTLINE SUMMARY

Understanding Work

- Physics of work.
- Nature of work.
- Operational work.
- Initiative work.
- Balancing today's need with tomorrow's desires.

It's All About Balance

- What needs to be balanced.
- Leadership with management.
- What drives imbalance.

Organizations and Their Work

- Ideal organization.
- Difference between synchronicity and thrashing.
- Management role and responsibilities.
- Hindrances to getting work done.

Your Organization's Value Chain

- Business value and value contribution.
- Your organization's value contribution.
- Your organization's core competencies.
- Connect employees with your organization's value chain.

Operational Work

- Metrics.
- Bell curve.
- Production efficiency.
- Work flow.
- Demand forecasting.

Get Employees to Manage Themselves

- Individual functions and roles.
- Expectations of each role.
- Everyone has a number.
- Employees holding themselves accountable.

Initiative Work

- Initiative prioritization.
- Identifying criteria.
- Scoring initiatives.
- Analyzing for prioritization.
- Estimating initiative durations and resource levels.

Get the Problem-Solving Monkey Off Your Back

- The common pattern.
- Understanding habits.
- Creating a new routine and reward.
- Coaching how to make decisions and solve problems.

The Synergy of work

- Resource capacity.
- Operational resource allocation.
- Initiative scheduling.
- Initiative resource allocation.

Critical Thinking

- Why is it needed?
- A good thinker.
- System 1 & 2 thinking.
- Cognitive heuristics and biases.
- A pathway to better thinking.

Sys·tem·a·tion®

Get to the Heart of the Matter.®