

WORKEXCELLENCE Online Workshop: Create More Value, Now!

Online Workshop Preparation



www.WorkExcellence.com
info@WorkExcellence.com
 (251) 338-1173

General Preparation

The WorkExcellence® Method and related Workshops were designed to allow you to apply the thinking to your work. The training is most effective if you choose one process that you have responsibility to complete on a regular basis and understand well. Building your Work System, Work Improvement, Work Measurement, & Work Direction documents around this one process will be very helpful to ensuring you learn how to apply the WorkExcellence® method to any work. See the information below regarding the preparation for each Session.

Review these helpful tips to ensure you gain the most value out of your time before, during and after this workshop.

Accept the invites for the GoToMeeting sessions to your computer. All times are Central Time.

Hold a **discussion with your team and/or supervisor** to **determine the process** you will work on during this workshop.

You will **receive a workbook** in the mail sent to your designated ship-to address.

Three days before the workshop you will receive an email that includes an email link and an attachment for the **templates** you need to complete your work. Please **save the templates locally to your computer** to have accessible during the online training.

Log into the GoToMeeting at least 15 minutes prior to the scheduled meeting start time for each session.

Have your **workbook available** during the online training. We will reference the workbook as we complete each session of the on-line training.

Note: Most individuals and teams find it easier to use the electronic templates; however, in your book we provide blank templates that will allow you complete the work by hand.

Work System Preparation

Session One

A Work System, simply put, is a process. The Work System document visually represents the structure, order, and flow of how your work is organized.

Hold a discussion with your team and/or supervisor to determine the best process to document as you attend this workshop. You should be familiar with this work process and have some responsibility for doing the work or ensuring the work gets done. You can have 2 to 3 processes in mind prior to the on-line training; however, it is important to pick one process prior to beginning the self-study portion. Bring any existing documentation (flow-charts, value-stream maps, work instructions, or standard work).

Work Improvement Preparation

Session Two

A Work Improvement Plan visually presents the story of current state, the planned initiatives, and related steps you will be improving in your chosen interval of time.

Hold a discussion with your team and/or supervisor to develop a short list of initiatives that need to be improved regarding the process you plan to document in a Work System. This list will be most effective if it is related to the Work System you create. Also, compile a list of current improvement initiatives you have been asked to complete in the next 3-6 months that may or may not be related to your Work System. Have your completed, rated Work System with the opportunities and notes available.

Work Measurement Preparation

Session Three

A Work Measurement Dashboard visually presents the critical few measures to show the health of your work as well as the current story and next steps to ensure continued success or how you will plan to get back on track.

Hold a discussion with your team and/or supervisor to develop ideas for your Critical Few Measures you believe are most important to convey the health of your work. This will be most effective if these measures are related to the Work System you build. Ensure you have a list of measures, supporting data, and/or graphs that you currently track today. Bring your completed Work System & Work Improvement Plan as well.

Work Direction Preparation

Session Four

A Work Direction document is a visual representation of your direction. This document defines the value of this work and how you should be spending your time, energy, and resources.

Hold a discussion with your team and/or supervisor to develop simple directional statements regarding the direction you should provide. You will build your own one page document to convey to others your direction. Bring any current directional statements for the overall organization (motto, guiding principles, values or value statements, etc.). Bring your completed Work System, Work Improvement Plan, & Work Measurement document.

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Workshop Format: VISUAL TRAINING, SELF-STUDY, & COACHING



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Work System			
<u>Session One</u>			
Service	Description	Via	Allotted Time
On-Line Training:	Work System Content Grounding and Application (All registered participants must attend this session)	GoToMeeting	2.00 hours
Personal Coaching:	One on One Coaching (Available for On-line Workshop participants)	GoToMeeting	0.50 hour
Working Session:	Participants required self-study time used to create and build their own Work System. (Finish your Work System including the rating & capturing opportunities prior to the next training session)	Self-Study	2.00 hours
Additional Coaching:	Additional Coaching available based on participant needs. (Additional Coaching available for two weeks after Workshop ends)		
		Total Hours	4.50 hours

Work Improvement			
<u>Session Two</u>			
Service	Description	Via	Allotted Time
On-Line Training:	Work Improvement Content Grounding and Application (All registered participants must attend this session)	GoToMeeting	2.00 hours
Personal Coaching:	One on One Coaching (Available for On-line Workshop participants)	GoToMeeting	0.50 hour
Working Session:	Participants required self-study time used to create and build their own Work Improvement Plan. (Finish your Work Improvement Plan prior to the next training session)	Self-Study	2.00 hours
Additional Coaching:	Additional Coaching available based on participant needs. (Additional Coaching available for two weeks after Workshop ends)		
		Total Hours	4.50 hours

Work Measurement			
<u>Session Three</u>			
Service	Description	Via	Allotted Time
On-Line Training:	Work Measurement Content Grounding and Application (All registered participants must attend this session)	GoToMeeting	2.00 hours
Personal Coaching:	One on One Coaching (Available for On-line Workshop participants)	GoToMeeting	0.50 hour
Working Session:	Participants required self-study time used to create and build their own Work Measurement Dashboard. (Finish your Work Measurement Dashboard prior to the next training session)	Self-Study	2.00 hours
Additional Coaching:	Additional Coaching available based on participant needs. (Additional Coaching available for two weeks after Workshop ends)		
		Total Hours	4.50 hours

Work Direction			
<u>Session Four</u>			
Service	Description	Via	Allotted Time
On-Line Training:	Work Direction Content Grounding and Application (All registered participants must attend this session)	GoToMeeting	2.00 hours
Personal Coaching:	One on One Coaching (Available for On-line Workshop participants)	GoToMeeting	0.50 hour
Working Session:	Participants required self-study time used to create and build their own Work Direction Document. (Finish your Work Direction Document & other documents not completed)	Self-Study	2.00 hours
Additional Coaching:	Additional Coaching available based on participant needs. (Additional Coaching available for two weeks after Workshop ends)		
		Total Hours	4.50 hours