



TOP GUN PROGRAM...

A Coordinator-for-Change Training package.

*"Helping Organizations Find that
Lever for Change and Improvement"*

*Delivered by the Author of the book: **CYCLE TIME MANAGEMENT**
The Fast Track to Time Based Productivity Improvement*

Program Outline

Top Gun provides an intensive and experiential environment for training the *Internal Change Agent or Continuous Improvement Coordinators*, or Managers who have to undertake significant improvement activities.

Top Gun is designed to help build a powerful, internal resource in your organization. It will inspire the participants to become dynamic planners, facilitators of change and trainers/coaches for other people on the concepts and imperatives for Continuous Improvement and business success.

Change Coordination is one of the most important skills for today's new leaders. The demand for this skill is perhaps the fastest growing need now and in the future.

We will show you *how to*:

- Install new concepts and measurements into your organization
- Make change happen
- Create new thinking
- Break from old paradigms and traditions
- Turn teamwork into team results
- Reduce the resources needed to achieve even greater results?
- Reduce the time needed to make decisions?

We will teach and coach you through the prerequisites and blueprints for how to become entitled to lead and respond to change and how to use our "Vision Tools" to transform the business architecture.

Top Gun will not only save personal cycle time in getting your own skill-set aligned, but also assist you to develop your organizations' Draft Evolution Plan in real time!

Pre-Assessment Process

The program content is intensive and will involve the participant in a pre-planning Assessment that will determine participant's base level skills, knowledge and specific requirements prior to attending *Top Gun*.

A base level of knowledge, experience of business imperatives and continuous improvement concepts, basic communication, facilitation and presentation skills will be necessary to allow entry to *Top Gun*!

This pre-assessment will better determine the knowledge and "*business dogfight skill gap*" that must be filled to operate as a highly effective "Agent of Change" and be able to lead the implementation of your own business Evolution Plan.

The *Top Gun* Instructors Approach

We will provide a full range of 'Workshop Material, Training Packages and Analysis and Assessment Tools for stalling a dynamic change and Continuous Improvement Environment and for improving the key business imperatives in all facets of your business.

Our Business Change Implementation Processes are well proven and documented and will be experientially transmitted to the *Top Gun* participants and customized to suit the individual situation.

We have developed a *Top Gun* Coordinator's Manual, Facilitators' Skill Reference Guide and various templates and outlines for change coordination, Evolution planning and implementation.

In addition to the Coordinator's Manual, you will have the opportunity to relate to the Consulting Team's experience, expertise and technical know-how that has been developed by having "been there"!

EDUCATION ...This is delivered in a workshop setting or a series of small group coach sessions to study:-

- Business Paradigm Shifts
- Business key imperatives for success.
- Changes in the global market place
- The customer versus shareholder satisfaction pendulum.
- Vision and the new role of the CEO
- Executive leadership and challenges into the 21st century.
- Business leadership tools and techniques
- The organizational nexus and the new Architect of Change.
- World Class Lever for Change" concepts
- Responding to change within/without the organization
- New concepts, thought ware and measurements required
- New organizational models, tools and techniques for change.
- People, the drivers of change and empowerment
- The learning organization/communication highway
- Case studies of business practices, business examples and a history lesson that makes the point.
- The Simulation Game (A *Top Gun* Initiative Test)

The Role of the Change Agent/Coordinator

- The art of leadership and change coordination
- The Coordinator in perspective: The Architect of Change.
- Business leadership tools and techniques
- Communication skills, tools and techniques
- Facilitation style / skills / manipulation techniques
- Consulting tactics and "avoid the expert" syndrome.
- Supervisory Role Clarity package
- Handling conflict and diversity at all levels
- Coordinator's Flight Bag and Operating Manual.
- Understanding group dynamics and development.
- Project Leadership skill outline and checklist. The Problem Solving weapons pod

The Key Business Improvement concepts and Benchmarking

- 5 Business Loops Orientation and Awareness
- World Class Improvement Concepts.
- Customer satisfaction.
- Linear flow
- Total Quality Awareness
- Total Productive Maintenance.
- Design for Manufacturability.
- Activity Based Costing
- Computer Integrated Business

Business Improvement Tool Kit.

- Organizational mapping
- Baseline / Entitlement / Benchmark measurements
- Cost/Time profile-working capital analysis Template.
- Practical visioning and breakthrough thinking
- Performance measurement analysis and planning
- Benchmarking the tangible and intangible improvements.
- What and why and where do you go for information?

Display of comparisons

Business Change Building Blocks and Structures (A Tactical Discussion)

- A 3 pronged attack on change. 5-stage roadmap for change
- 3 Tier Approach (vision, improvements, practices). Work-cell Approach and how to build it
- The 3 Tier Change Structure
- Change process strategies and customizations.
- Improvement projects definition.
- Operating practice changes
- The 12 Step Process for Change. The Evolution Plan concept
- Education requirements template / format.
- The Approval Team concept
- The Planning Forum / Review Team Format.
- Evolution Plan structure template
- The Evolution Plan approval structure.
- Maintenance of the Evolution Plan.
- Project prioritization matrix

Financial Savings Model for Continuous Improvement

- Financial savings models
- Performance Improvement Ratio Benchmark Analysis.
- Cycle Time improvement calculations.
- Summary of cost benefit analysis
- Budgetary estimate of cash outlay.
- Return on Investment (ROI).
- Detailed cost calculations.
- Summary of savings

A Mock Battle Condition

- The Approval team meeting*
- The Mission builder session
- Orientation Workshop (a practice run).
- A Project Team Review
- The first monthly status review
- Performance review with your senior management
- Debrief and Final Battle orders
- Positional analysis tactics and tips and hints
- Pitfalls and work a rounds
- Top 10 problems / challenges
- Potential solutions/fixes
- The 7 prerequisites for change
- The readiness analysis
- Education / Training requirements profile. Training / support budget development

The Business Assessment Planning Tool Kit

The Business Assessment Process will involve developing a Business Assessment Report and Drab Evolution Plan for your organization as part of this assignment to *Top Gun* Together, we will select and develop the appropriate framework for change: develop an Evolution Plan implementation schedule; and prescribe the various Education and Training Specifications, using the Assessment Process. We will use the Business Assessment profile, as a "Vision Tool" to better understand the outcome and prerequisites for a successful *Change Environment* We will practice the report presentation format and tactics in our computerized classroom simulator!

- Business improvement tools.
- Cultural positional analysis
- Readiness prerequisites matrix
- Analyze game plan. Review data
- Compile report results
- Present report to *Top Gun* class

This section of the Assignment will require advance preparation and extensive pre-classroom study time.

Leadership Pre-flight Checklist and Mission Planning (GOING SOLO)

- Training/Facilitation team development plan (dependent upon the participants needs)
- Communicating your plan and selecting your targets.
- Selling and implementing the Evolution Plan.
- Seeking approval and support
- How to develop your image as a Coordinator
- How to "keep the faith" when the mission gets tough.
- The escape route and countermeasures routines

Delivery options

The program can be delivered as a standalone coaching package to individuals as well as an internal group or public workshop framework.

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