



2019

TRAINING
COACHING
FACILITATION



GET FUTURE READY WITH FOCUSIVITY

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OUR FACILITATION PROGRAMS



OUR APPROACH

At Focusivity, we take a holistic approach to business process improvement.

Our aim is to provide exactly what our clients need to become Future Ready in their Organisations.

Our Capability Building Programs equip Organisations to:

- Standardise
- Simplify
- Automate



OUR PROGRAMS



TRAINING

Transfer knowledge and skills.



COACHING

Embed learning.



FACILITATION

Accelerate business benefit delivery.

PICK YOUR PROGRAMS

*Build Continuous Improvement
Capability at the desired level
in your Organisation.*

LEADER
TRAINING

ORGANISATIONAL
LEADERS

THE WAY WE
WORK
COACHING

PRACTITIONER
TRAINING

PROJECT
LEADERS

HOSHIN
EVENT
FACILITATION

FIRST TIME
ON THE FIELD
COACHING

FOUNDATIONS
TRAINING

PROJECT
TEAM MEMBERS

KAIZEN
EVENT
FACILITATION

ESSENTIALS
TRAINING

BROADER
ORGANISATION

OUR TRAINING PROGRAMS

Our Business Improvement Training Programs are centred around the Lean and Six Sigma methodologies.

We transfer the skills and knowledge required to build Continuous Improvement Capability across all levels of the Organisation.

OUR PROGRAMS



ESSENTIALS

- 1 day.
- For the broader Organisation.
- Understand and support improvement efforts.



FOUNDATIONS

- 2 days.
- For improvement Project Team Members.
- Actively participate in improvement initiatives.



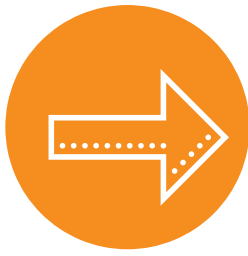
PRACTITIONER

- Add 1 day to Foundations.
- For improvement Project Leaders.
- Deliver improvement initiatives.



LEADER

- Add 1 day to Essentials.
- For Organisational Leaders.
- Create a culture of improvement.



PURPOSE

Equip staff to understand and support improvement efforts in your Organisation.

WHERE THIS FITS

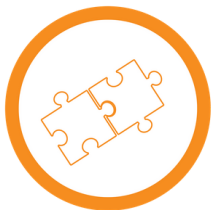
- Kick-off.
- This is a great way to start deploying Continuous Improvement.
- This Program is suitable for employees at all levels of your Organisation.

LOGISTICS

- 1-day facilitated session.
- Minimum of 8 and maximum of 20 participants.

DELIVERY STYLE

- Fun and hands-on learning experience that makes new concepts memorable.



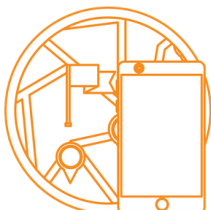
CONTENT

- Value is defined by the Customer.
- Understand the Value Stream.
- Right-First-Time and Just-In-Time.
- Continuous Improvement.



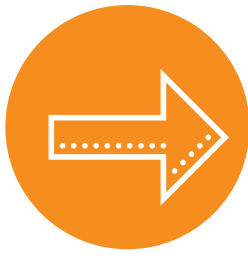
LEARNING OUTCOMES

- Understand the basic Lean concepts and principles.
- Learn the language of Lean.
- Understand the Lean improvement cycle.
- Understand how to support continuous improvement in your Organisation.



WORKPLACE RESOURCES

- Comprehensive Workshop Binder.
- Access to the [Focusivity Improvement Road Map](#), our online repository of Tasks, Tips, Templates and Tutorials to make the transition from the Workshop to the Workplace easier.



PURPOSE

Enable staff to actively participate and contribute to improvement efforts in your Organisation.

WHERE THIS FITS

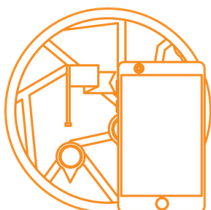
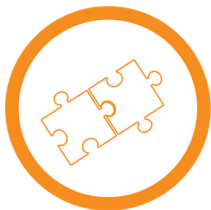
- Skill-up.
- This is a great way to equip employees with foundational tools and techniques.
- This Program is suitable for improvement project team members.

LOGISTICS

- 2-day facilitated workshop.
- Minimum of 8 and maximum 20 participants.

DELIVERY STYLE

- Applied understanding through simulations, group activities and facilitator-led discussion.



CONTENT

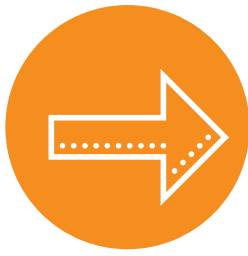
- Improvement Road Map.
- Voice-of-the-Customer.
- Process Mapping.
- Wastes and Root Causes.
- Improvement Alternatives.

LEARNING OUTCOMES

- Define value and waste.
- Use qualitative tools and techniques for process investigation and root cause analysis.
- Identify opportunities for improvement.
- Generate improvement alternatives.

WORKPLACE RESOURCES

- Comprehensive Workshop Binder.
- Access to the [Focusivity Improvement Road Map](#), our online repository of Tasks, Tips, Templates and Tutorials to make the transition from the Workshop to the Workplace easier.



PURPOSE

Enable staff to deliver projects that bring about measurable improvement to time, cost and quality in your Organisation.

WHERE THIS FITS

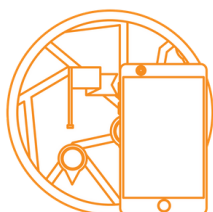
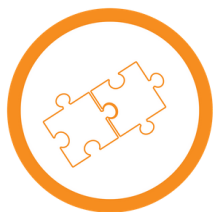
- Equip participants with quantitative tools and techniques for root cause analysis and problem solving.
- This Program is suitable for improvement Project Leaders.

LOGISTICS

- 1-day facilitated workshop.
- Minimum of 8 and maximum 16 participant.
- Foundations is a prerequisite.

DELIVERY STYLE

- Applied understanding through case studies, group activities and facilitator-led discussion.



CONTENT

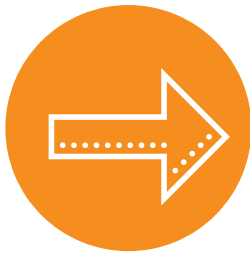
- Metrics and Measurement.
- Data Collection Plan.
- Graphical Analysis - Pareto, Histogram, Box Plot, Run Chart and Scatter Plot.

LEARNING OUTCOMES

- Use data analysis to gain insight into the current state of the process.
- Verify root causes with quantitative tools and techniques before acting on assumptions.
- Develop permanent solutions to resolve the root causes.

WORKPLACE RESOURCES

- Comprehensive Workshop Binder.
- Access to the [Focusivity Improvement Road Map](#), our online repository of Tasks, Tips, Templates and Tutorials to make the transition from the Workshop to the Workplace easier.



PURPOSE

Equip staff to build a continuous improvement culture and ensure success through visible leadership in your Organisation.

WHERE THIS FITS

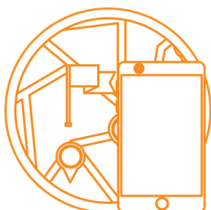
- Ideal for Organisational Leaders responsible for embedding continuous improvement and for sponsoring improvement initiatives within your organisation.

LOGISTICS

- 1-day facilitated workshop.
- Minimum of 8 and maximum 16 participant.
- Essentials is a prerequisite.

DELIVERY STYLE

- Applied understanding through group activities and facilitator-led discussion.



CONTENT

- Purpose.
- Process.
- People.
- Practices.
- Projects.

LEARNING OUTCOMES

- Elements of Lean Thinking that provide the basis for a thriving and customer-focused organisation.
- Role of the Leader in creating a sustainable culture of Continuous Improvement.
- Priority actions required to support continuous improvement in your organisation.

WORKPLACE RESOURCES

- Comprehensive Workshop Binder.
- Access to the [Focusivity Improvement Road Map](#), our online repository of Tasks, Tips, Templates and Tutorials to make the transition from the Workshop to the Workplace easier.



PARTICIPANT FEEDBACK

100%

SATISFACTION WITH FACILITATOR

Percentage of 2018 participants who were either Very Satisfied or Completely Satisfied with the Facilitator..

94%

SATISFACTION WITH COURSE

Percentage of 2018 participants who were either Very Satisfied or Completely Satisfied with the Course they attended.

97%

SATISFACTION WITH SKILLS & KNOWLEDGE

Percentage of 2018 participants who were either Very Satisfied or Completely Satisfied with the skills and knowledge gained.

QUOTE OF THE YEAR

“ *I wish everyone here would attend this training!* ”

RMIT Participant

100%

WORKPLACE APPLICATION

Percentage of 2018 participants who indicated the the courses will have use for them in their workplace.

OUR COACHING PROGRAMS

Our "You Do, I See, We Learn" approach extends learning beyond the classroom to build improvement capability.

Our comprehensive coaching interventions:

- Make the transition from the workshop to the workplace easier.
- Build staff confidence and competence in applying skills and knowledge gained during training.



OUR PROGRAMS



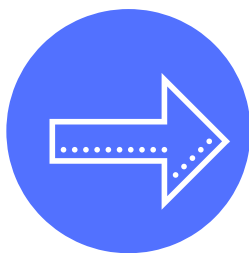
FIRST TIME ON THE FIELD

- One-on-One coaching with an experienced practitioner.
- Suitable for Project Leaders and Project Sponsors working on improvement initiatives.



THE WAY WE WORK

- One-on-One coaching with an experienced practitioner.
- Suitable for Organisational Leaders who are on-boarding and embedding Lean thinking and techniques into daily work practices.



PURPOSE

Support staff who are applying Lean Six Sigma tools and techniques in improvement projects in your Organisation.

WHERE THIS FITS

- Ideal for Project Leaders who have completed the Foundation and Practitioner Training Programs and who are working on their first improvement initiative.

LOGISTICS

- Minimum of four 1-hour coaching sessions at the four key stages of the improvement project lifecycle.

DELIVERY STYLE

- We tailor our One-On-One coaching sessions to the needs of the individual being coached.



WORKING ON THE RIGHT THINGS

- Generating, prioritising and selecting improvement projects that embed learning and deliver business results
- Effort vs. Impact at key stages of the improvement journey.



TECHNICAL TOOLS

- Outcomes and activities required at each stage of the improvement cycle.
- Tools and techniques best suited to resolve the specific type of issue.



COMPLEMENTING METHODOLOGIES

- Project Management.
- Project Governance.
- Politics of Change.



PURPOSE

Ensure that Continuous Improvement doesn't remain an "event". Support staff who are on-boarding and embedding Lean thinking and techniques into daily work practices.

WHERE THIS FITS

- Ideal for Organisational Leaders who are deploying Continuous Improvement in their area and have completed the Essentials and Leader Training Programs.

LOGISTICS

- Fortnightly immersion sessions.

DELIVERY STYLE

- We tailor our One-On-One coaching sessions to the needs of the individual being coached.



MANAGE WITH METRICS

- Turn strategy into measurable activity.
- Embed Lean thinking and techniques into daily work practices.



MANAGEMENT AT A GLANCE

- Make the invisible visible.
- Create feedback loops through metrics.



MANAGEMENT WITH THE GEMBA

- Observe and coach the team by walking the Gemba, the real place where value is created.
- Escalate emerging themes and opportunities for cross-organisational action.

OUR FACILITATION PROGRAMS

Our "I Do, You See, We Learn" approach accelerates the delivery of business benefits and builds improvement capability.

We provide hands-on facilitation of improvement events and workshops.

- Build staff confidence and competence in applying skills and knowledge gained during training.
- Accelerate delivery.



OUR PROGRAMS



KAIZEN

- Facilitated rapid improvement events.
- Helps Project Sponsors, Project Leaders and Project Team to -
- Set project objectives.
- Map and understand the current process.
- Identify wastes and root causes.
- Generate and evaluate improvement alternatives.
- Accelerate delivery.



HOSHIN

- Facilitated strategy deployment events.
- Supports Organisational Leaders through the strategic planning and policy deployment process to -
- Set organisational objectives.
- Align implementation plans.
- Review implementation progress.
- Develop corrective actions.



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