

# Process Mapping and Optimisation-Example Agenda

4 hour virtual workshop with accompanying personal 'Playbook' to learn, do and reflect.



<b>Welcome, Introductions and learning objectives</b>	
<b>1 Context -</b>	Why process map – what is the value and how can it be used
<b>2 Introduction to process documentation</b>	Process hierarchies and where process mapping fits in. Process mapping templates, conventions, standards, symbols, variants etc
<b>3 Process mapping</b>	Where to start, how to document, tips and traps, – demonstrated through show, do, reflect
<b>4 How to 'Lean' a process</b>	Using the lean sig sima/ 7 deadly wastes. How to spot an inefficient process.
<b>5 Governance</b>	Process repository, Process sign off and publishing and roles of process owners
<b>6 Immediate next steps</b>	Develop plan/timeframes to document key processes with ownership and accountabilities
<b>7 Wrap up</b>	Questions and answers/reflections/feedback on course



# Forecasting/Enterprise Performance Management -Example Agenda

2 half day virtual workshops with accompanying personal 'Playbook' to learn, do and reflect.



<b>Welcome, Introductions and learning objectives</b>	
<b>1 Context</b>	Forecasting as part of Enterprise Performance Management suite of connected processes
<b>2</b>	Creating a common view of how Value is generated
<b>3</b>	How the processes are driven by people and behaviours
<b>4</b>	Understanding the role of technology
<b>5</b>	Deep dive into Forecasting leading practices
<b>6</b>	Rolling Forecasts – Success factors
<b>7</b>	Finances role and personal effectiveness
<b>8 Immediate next steps</b>	- Develop plan/timeframes ownership and accountabilities
<b>9 Wrap up</b>	- Questions and answers/reflections/feedback on course

