

FOR ORGANIZATIONS, BUSINESSES & GOVERNMENTS

Who Should Attend: Business Leaders, CEOs, COOs, Executive staff, Managers, Supervisors, Project Leads HR staff of medium to large organizations, businesses and Government representatives

Industries: Extremely beneficial for industries ranging from Healthcare, Financial, NGOs, Pharmaceutical, Automotive, Electronics, High Tech, Aerospace, Manufacturing, Defence Contractors, Service and Admin, Government and Anyone else interested in

improving their organization's productivity, quality, bottom line and service to their customers.

Course 1: Diversity at Workplace: The curriculum will enable an organization to understand true meaning of diversity, understand and develop cultural competency, policies and procedures, representation, inclusion, accommodating staff and clients needs, growing business/services by implementing diversity and diversity-talent, openness in accepting differences, role of executives in leading diversity practices, building diversity top-down vs bottom-up.

You will learn about: Developing a diverse, dynamic, accommodating and productive organization or business that can benefit from the diversity within and respond appropriately in providing services and products to its diverse customers and clientele.

Course 2: Project & Data Management: The curriculum will enable participants to learn about project development, monitoring tasks & dependencies, impact of delays, adjustments etc. through Microsoft Project use and hands on examples. Participants will also learn the importance of surveys, data collection, management, analysis and report generation through the use of MS Excel/MS Presentation interface. MS Excel will also be used to track budget and expenses at project manager's level.

You will learn about: Project plan development, use of MS Office for project setup, progress monitoring and adjustments, program statistics/data collection, organization and analysis, project cost sheets entry and analysis and MS Project, MS Excel, MS Presentation.

Course 3: Six Sigma Quality: This workshop introduces the fundamentals of Six Sigma to participants. It provides an overview of the Six Sigma methodologies and an introduction to process management using the basic tools of Six Sigma. The workshop gives the attendees a stronger understanding of Six Sigma, providing each participant the opportunity to practice some of the tools and see their effects in reducing unwarranted variations in practices to improve outcomes. Participants gain the skills necessary to identify, monitor and control revenue eating practices in their organization's processes.

You will learn about: Defining Six Sigma, Six Sigma Benefits, The Swiss Cheese Effect, Hands On Exercise – 'Seeing' Variation, Process Improvement Tools, Hands On Exercise – Removing Variation, Measuring Cost Of Poor Quality, Maintaining The Gain With SPC

Course 4: Time, Energy & Ambition Management (TEAM)

This workshop will impart unique insights into the correlation of time, energy and ambition and how to manage these wizards wisely to ensure success, accomplishment, effectiveness and consequently health and high spirits.

The workshop will provide practical tools to manage these three and help develop a roadmap of perfecting the techniques so that the conventional approach to time management does not sound like a burden or an additional task, but a fun attribute which is part of one's nature like a good sense of humour. This course is designed for people with leadership aspiration and competitive ambition, who feel exhausted either by their schedule, routine and or results of their efforts!. As they say, the secret behind amazingly simple people is sometimes simply amazing. The earlier you discover this simple secret, the better it will be to win your game. Whatever your game is!

You will learn about: Concepts of time, internal communication, healthy routine, competitive edge, spectrum of ambition, managing information and distractions, and techniques to manage the TEAM within to win the game outside.

Course 5: Managing in Turbulent Environments

Every manager and decision maker must have a full understanding of organizational development to insure the efficient management of the organizations. Interacting

successfully in the organization's internal, transactional and contextual environment is critical. To assist, this course will offer a high level overview of the key components of a comprehensive strategic planning process including, a primer on environmental scanning (SWOT), vision, values, goals and stakeholders involvement.

You will learn: How to position your organization for future success and to be able to adapt to changing circumstances. Key learnings will focus on developing a planning process which is right for your organization and ensuring that a clear and concise vision is established aligned with measurable goals.

Course 6: Effective Public Engagement.

The degree and extent of stakeholders engagement can certainly contribute to the level of organizational success or entropy. The core management team determines what kind of corporate culture they will create and how they will steer the organization toward success or failure. To assist, this course will introduce models of public/stakeholder engagement appropriate for adoption. The objective of the course is to improve your organization's ability to communicate with and effectively engage key people and groups in the operation of your organization at appropriate times.

You will learn: How to develop a successful engagement strategy to ensure that relevant stakeholders are involved at relevant and appropriate points in the process. Learn about the pitfalls of engagement and how to develop a plan to avoid them.

Course 7: Building cultural competency of frontline staff of social service organizations: The curriculum will enable frontline workers to understand social & cultural background of clients and their cultural programming, behaviours affected by culture, communication issues, cross cultural interaction, clients expectations, adjust assessment & evaluation process, identify challenges in accommodation diversity, and communicate back to managers to develop a culturally suitable service plan.

Who Should Attend: Frontline staff of social service organizations

You will learn about: Importance of understanding cultural differences, developing your cultural competency, providing culturally suitable advice & services, managing the situations keeping the needs of a certain culture in mind and become a catalyst for change in your workplace, providing feedback to managers and supervisors.

Registration:

To register for a course, please click here

Schedule:

To see the schedule, please click here

Contact:

For any queries, please contact us at:

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EPIC Training



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