

## Training for the profession of organizer and consultant



EP-56 8 Days (56 Hours)

### Description

This training cycle in consulting and organization provides a complete overview of the function of organizer or consultant. It allows you to approach all the components of this profession in order to understand your role in the company and to be effective in your missions. The different parts of this cycle follow the progress of an organizational project. All the participants create an exchange group that lives well beyond the classroom training. This professional course allows you to anchor your learning as close as possible to the field thanks to practical applications between two training sessions.

### Who is this training for ?

#### For whom

Organizer, organizational consultant. Anyone who takes on organizational or consultant missions and/or who wishes to master all facets of this profession.

#### Prerequisites

Aucune

### Training objectives

- Implement the best tools and methods to carry out consulting and organizational missions.
- Master the key success factors to manage organizational projects.
- Analyze the value of processes.
- Carry out a diagnosis and formulate recommendations recommendations.
- Understand your role and facilitate project management by taking into account the human factor.
- Prepare as best you can for change management.

### Training program

L'organisation et les projets Le concept d'organisation.

- The essential phases of a project.



- The stakeholders.
- The management strategy.

- Take into account the needs and wishes of the customer.
- Formulate the needs of the applicant.
- Scenario Case study, scenario: meeting with the applicant.

- Adopt a constructive posture.
- Write your offer.

- To discover a subject related to your training: a training module 'Practice active listening'; an e-learning module 'Convince with a winning offer'.

- Know the business.
- Define the terms: tasks, functions, activities and processes.
- Use process analysis tools.
- Prepare the diagnosis.
- Develop the interview guide.
- Take inventory of the existing situation.
- Write the report: positive points, points to improve.
- Scenario Case study: diagnosis of a process.

- Adapt to different styles and sensitivities.
- Identify motivating factors.

- Practice active listening.
- Adopt effective attitudes and behaviors.
- Use the virtues of assertiveness.
- Scenario Interview situation exercises

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- To discover a subject related to your training: an e-learning module 'The framing of the project'.

### Clarifier les rôles des intervenants d'un projet d'organisation et leurs relations

- The applicant and the project manager.
- The organizer.
- Establish a project structure and define the roles of each person.
- Plan key meeting points.
- Ensure the availability of actors.

### Choisir et utiliser les méthodes adaptées aux objectifs recherchés

- Understand the purpose of Strategic Analysis methods.
- Use the organization redesign (BPR) method.
- Carry out a Process FMEA (Mode Analysis of Failures, their Effects and their Criticality).
- Understand benchmarking. Use value analysis and functional analysis
- Get an overview of other methods. : TQM; Supply Chain Management.
- Scenario Put into practice on process redesign.

### Activité à distance

- To discover a subject related to your training: an e-learning module '3 levers for building winning cooperation'.

### Le changement et ses impacts humains

- Identify the different levels of change.
- Support the stages of change.
- Identify the resistance factors.

### Les étapes pour conduire le changement

- Map the actors.
- Define the change deployment strategy.
- Take culture into account in change communication.
- Scenario Implementation: summary of the approach

### Bilan du cycle de formation et plan d'actions personnel

- Evolution of the profession in organization.
- Personal action plan.

### Activités à distance



- Discover a subject related to your training: an e-learning module 'Managing change: the strategy of allies'; an e-learning module 'Project planning'.
- Evaluation of acquired knowledge