

Organizers and consultants: the fundamentals of the profession



AOC-22 3 Days (21 Hours)

Description

This training is specially designed to acquire 'good practices' for the profession of organizer and consultant internal or external to the company. It focuses on the structuring of an organizational mission, the choice of tools and appropriate methods.

Who is this training for ?

For whom

Beginner or occasional organizer. Internal or external consultant starting out in charge of a mission. Manager wishing to move towards a role as an internal or external organizer or consultant. Project manager moving towards the function of organizer. Entry-level IT manager.

Prerequisites

None.

Training objectives

- Acquire an approach to analyze, define and carry out your mission.
- Acquire the practical methods and tools of the consultant and organizer.
- Acquire benchmarks for piloting organizational change.

Training program

Situer le cadre d'intervention d'une mission d'organisation Définir le concept d'organisation.

- Identify organizational structures: identify the main families of organization charts.

Consultant, organisateur : initialiser la mission

- Understand and clarify your customer's needs: the essentials.
- Practice active listening.
- Carry out the pre-diagnosis: design the analysis grid risks and determine the appropriateness of the project.
- Develop the action plan, define the means and allocate the resources.
- Constitute the work system: team steering committee; project; working groups...
- Design the mission monitoring system: communication dashboard; mission launch and project reviews.

6 Analyser la situation existante

- Know and use the main tools: Quintilian hexameter; Pareto and Ishikawa diagrams; Ohno's P; flowchart, MRF; time analysis; task distribution table.
- Master the methods of leading working groups.

5 Préconiser pour mettre en œuvre

- Choose the appropriate methods: process approach; benchmarking; process redesign; value analysis.
- Develop scenarios.
- Present the recommendations to the client.
- Plan for change.
- Plan action and ensure implementation: GANTT, PERT.
- Close the mission and provide feedback.