

Business Transformation: Course Outline

"Improve the capability of your management and staff to manage business transformation successfully"

Introduction

The Business Transformation programme covers all of the elements required to successfully manage business transformations. This programme is essentially the consolidation of 4 courses into a single five day course, with ten additional days for individual or team coaching. The programme covers:

- Project Management Methodology
- Business Process Management
- Essential Change Management
- Benefits Management

The diagram overleaf provides an overview of the steps involved in each of the four elements of business transformation and their temporal relationship.

Training objectives

The five-day training and ten day coaching programme covers all of the objectives of the four separate courses. See separate course outline sheets for details. In addition upon completion of this programme students will be able to:

- Apply the full range of business transformation knowledge to manage more effectively, process and IT based, change initiatives and programmes.
- Understand the four components of effective business transformation, their interactions and interdependencies.

Course structure

The five-day course firstly introduces all four business transformation elements and their key interactions and interdependencies. Then each of the four elements are considered in detail—Project Management Methodology, Business Process Management, Essential Change Management and finally Benefits Management. Aspects that apply to all four elements; such as governance structure, risk and project change management will be dealt with on a consolidated basis. The detailed contents of this programme are the same as the four individual courses.

**BUSINESS
TRANSFORMATION
(TRAINING AND
COACHING)**

Who should attend?

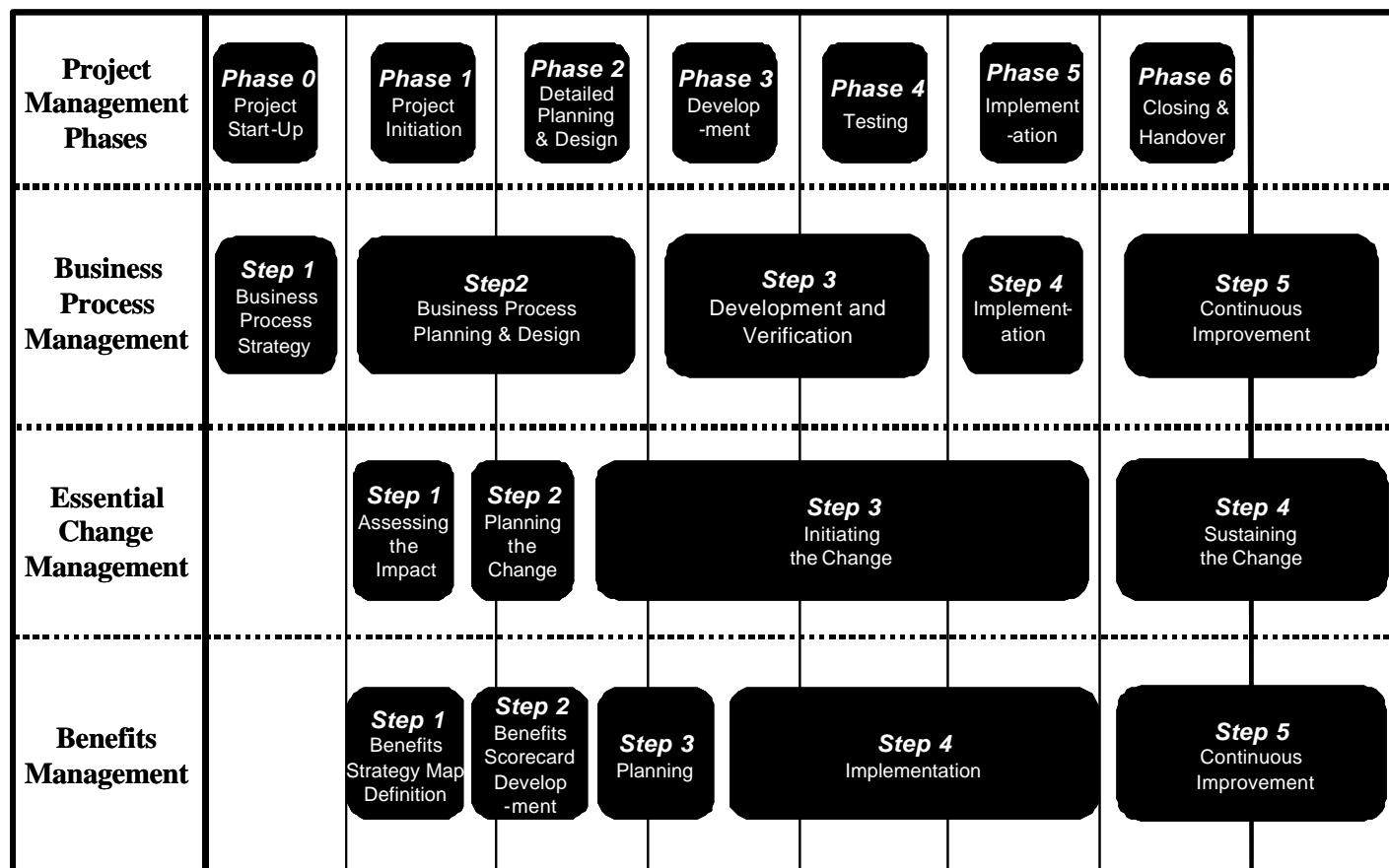
The course is for Business and IT executives, managers, business analysts, project managers and team members who will be involved in business transformation projects & programmes. The maximum number of attendees is 15.

Follow-up coaching

The coaching is for individuals or teams that have attended the course and can be organised as half day or full day sessions depending on your requirements. **The initial coaching programme should be agreed prior to the course.** A structured coaching approach is used with each individual or team. A questionnaire is used initially to determine the priority coaching needs. The coaching session agrees an action plan based on the priority needs. Progress against the plan is reviewed in a 2nd coaching session 2 to 4 weeks later, the next learning steps are then planned. The initial 10 days of coaching can be extended to provide support on an ad-hoc basis, or for the duration of a project or programme, please ask for details.

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Business Transformation Overview



Course materials

Each attendee will receive, in addition to the course handouts, a CD containing the presentation material and template documents for the key business transformation deliverables.

Customisation

Many businesses also have their own language and style that they prefer to use to ensure consistency and understanding throughout the business. The course can, to a certain extent, be customised to align with these preferences, please ask for details.

Duration

The in-house course, for up to 15 people, takes place over five days. A further 10 days of coaching are recommended to ensure a maximum return on your training investment.

Course arrangements and bookings:

A list of the facilities required will be made available when the course is booked. Facility costs for on or offsite courses will be borne by the client. Please contact Business Transformation (Training and Coaching) to discuss your requirements.

Cancellations

A cancellation fee of 25% will be charged for courses that are cancelled within 10 working days of the scheduled start date. If a cancellation occurs within 5 working days of the scheduled start date then the charge is 50% of the course fee.

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