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Development Training

Course Details

Code: **PS3** – Contact Dwight Davis for arrangements regarding this course.

Name: **ORGANIZATION & PROCESS DEVELOPMENT SKILLS**

Type: Team and Personal Skills Development for employees, supervisors, and managers

Duration: 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

Estimated Cost: Contact us for a quote tailored to your specific requirements.

Description: This course will provide your employees with a comprehensive understanding of basic organization and process development skills.

The topics to be discussed are as follows:

- Organization – the six core processes
- Values and vision
- Horizontal process and new structure
- Breaking through the organizational gridlock
- Acceptance of personal goals
- The practice of personal mastery
- Effectively working with available resources
- Planning effective work strategies
- Improving personal performance
- Wheel of learning – individual and teams

Objectives: Upon successful completion of this training, your employees will be able to have an improved understanding of basic level 1 organization and level 2 process development skills. These skills will help the participants to develop and improve their understanding and function within our organization with improved communications.

Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

Course Materials:

There is one (1) presentation packages for this course with handout packages for participants. "Organization and Process Skills" – 40 plus pages.

Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be "fun" as well as educational! You learn MORE when you are having fun!