

The Systems 3 Group Mentor Program... moving businesses to the next level.

- ✓ *Need a more efficient and effective organisation?*
- ✓ *Want to know how to get better results for your resources?*
- ✓ *Need an easy-to-follow action plan for improving process productivity and efficiency?*

Productivity and Efficiency—OE10

Course Description

This 1-day course will provide you with knowledge and skills to:

- **Measure** current performance
- Determine information accuracy
- **Prioritise** areas of attention
- Establish base line reference points
- Identify and **implement** process change
- Monitor changes in productivity and efficiency

Who Should Attend?

- **All managers** looking for cost savings and efficiency gains
- Project and team leaders facilitating efficiency
- Those promoting process innovation and change
- Consultants working in productivity improvement

Special Features Of The Course

This course features measurement and monitoring. Following information analysis, you will adjust processes with practical methods to get realistic and relevant productivity and efficiency improvement to apply to your own situation or business.

Included In The Course

- Morning, afternoon tea and lunch
- **Course Manual: Successful Productivity and Efficiency**, S3G, 2008

Course Overview

Concepts

- Better outcomes with the same resources, reductions in resource use both ensure survival, sustainability or advantage
- Money, materials, machinery, methods and manpower all need control and balance, efficiency and effectiveness
- Productivity and efficiency are popular with management

Key Aspects

- Reference measurement
- Information accuracy
- Objectives and prioritisation
- Process changes
- Measurement KPI's
- Reviews, reports and adjustments

HOW TO REGISTER

Price: \$5,500pp (inc GST) for the 10 month program. Please Enquire about our Mentoree Subsidy or \$495 for individual modules.

Phone: Toll Free (from within Australia) 1800 110 034

Fax: 61 7 3856 0099

? Questions
info@s3g.com.au

Course Calender
www.s3g.com.au



“ For me, it really helped simplify a daunting process. The case studies and real-life examples and the interactive discussion sessions really helped me fully understand what's required of me. ” **Melbourne, VIC**

The Process Of Productivity and Efficiency

- **Identifying current status** to establish reference measurement
- **Analysing information accuracy**
- Deciding **objectives and prioritisation** for cost savings and efficiency gains
- Making **process changes:** facilitating productivity gain or promoting innovation and change
- **Performance** measurement KPI's
- **Reviews**, reports and **adjustments**

Group Discount (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)
5+ people 10% off total (within the same organisation)

Enquire about our *In-house Courses*

Environmental, Health & Safety:

- Environmental Management Systems Auditor (AE01)
- Occupational Health & Safety Auditor (AOH1)
- Integrated Environment, Health & Safety Auditor (EHS01)
- Environment, Health & Safety Internal Auditor (EHS02)

Health & Aged Care:

- Aged Care Quality Assessment (AA01)
- Aged Care Internal Auditor (AA03)
- Monitoring Systems - Taking Control (MA09)
- Retaining and Developing your staff (MA10)

Quality:

- Quality Management System Auditor (AQ01)
- Quality Management System Internal Auditor (AQ02)
- Laboratory Quality Management System Auditor (ALQ01)

Food Safety:

- Food Safety Management Systems Auditor (AFS01)
- Food Safety Management Systems Internal Auditor (AFS02)

OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.

Fantastic Feedback

The evaluation of participant feedback forms from 2001 to 2007 reveals an average presenter satisfaction rating of 6.45 (on a rating scale from 0–7) and an overall course satisfaction rating from 6.35.

Our Expertise

All of the Systems 3 Group's trainers are currently practicing consultants. This means that they maintain current knowledge of operational methods, statutory requirements and enforcement criteria. In addition, all company trainers are tertiary qualified and company course designers hold Australian qualifications Certificate IV in Workplace Training and Workplace Assessor.

Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.



“ It was the round table and frank discussions regarding the outcomes that gave me the understanding of the full requirements. ” **Melbourne, VIC**