

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

- ✓ *Need your area or process to move to another level?*
- ✓ *Need to lead your teams in improvement?*
- ✓ *Need an easy-to-follow action plan for ongoing improvement?*

Continual Improvement—OE4

Course Description

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

- Identify opportunities for advancement
- Create base line to measure against
- Focus and motivate your team
- Provide realistic measurement and monitoring methods—KPI's
- Maintain momentum

Who Should Attend?

- Improvement teams and their leaders
- Those wishing to **improve areas and processes**
- **Change and correction teams**

Special Features Of The Course

This course features a focus on improving over base levels. Following an improvement cycle, you will establish steps that can be applied immediately to your improvement desires.

Included In The Course

- Morning, afternoon tea and lunch
- **Course Manual: Continual Improvement**, S3G, 2008

Course Overview

Concepts

- Continual versus continuous improvement
- Improvement means going beyond base level
- Improvement a process with incremental steps
- Maintaining momentum for improvement

Key Aspects

- **What is improvement**
- Getting Started
- Focusing and motivating a team
- Increasing **effectiveness and efficiency**
- Monitoring and measurement
- Losing momentum **avoid going backwards**
- Corrections and Continuing

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 Continual Improvement

- **Initiate the Project** decide that there is a need for improvement and making decisions and commitment to run with it
- **Agree on the Purpose and Scope**—scope must be agreed and terms of reference set so that action planning commences
- **Analyse the Current Situation** collection of data on current practice gives a baseline for the process
- **Develop Improvement Solution**—areas of improvement are identified and strategies put forward. Prioritisation, benchmarking processes with key indicators and monitoring of the group's progress
- **Implement and Monitor.** Implementation proceeds when stakeholders agree on the plan. Progress is monitored using the key indicators. Action taken on results of the monitoring process.
- **Review and Standardise.** Further review and documentation of future plans constitute the final step. The process returning to the beginning of the cycle.

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**