

Assessment Overview:

Developing an optimal productivity solution begins with an accurate analysis. Our Productivity Assessment enables us to:

- Identify the level of individual and team effectiveness within a division or work team
- Propose productivity solutions to increase performance
- Clarify methods for measuring results of the engagement

The assessment centers on a series of one-to-one interviews with pre-selected staff where productivity is gauged using a 12-point scale. Items measured range from time spent planning projects and processing e-mail to time spent in meetings and dealing with interruptions. After-hours work, total communications volume, delegation effectiveness and more are factored into the equation. Participants also define their objectives and rate their current aptitude with Microsoft® Office Outlook®.

Once interviews are complete, one of our senior consultants prepares a Findings and Recommendations Report. This document summarizes results and offers customized strategies for improving productivity through a combination of programs—individual coaching, group seminars and consulting services.

In brief, the assessment process yields three key benefits:

- Your organization knows its true productivity levels, individually and company-wide
- We better understand your corporate culture—a vital component of customization
- You have a specific, strategic solution for enhancing productivity and measuring gains

Assessment Process:

Phase One:

- Select candidates for participation
- Collect background data on candidates

Phase Two:

- Customize interview process for participants
- Set up on-site interviews and conference calls
- Compile data from interviews

Phase Three:

- Complete Findings and Recommendations Report detailing the current level of effectiveness and recommendations of what needs to be implemented to increase productivity

Phase Four:

- Align with customer on implementation of recommendations
- Identify criteria to measure success of the programs