



Corporate Coach Group

Training that transforms



Training Proposal Continuous Improvement Training

A training plan for your organisation

What is the purpose of Continuous Improvement Training?

The primary purpose of this continuous improvement training is to promote the idea of continuous improvement to every member of your team, and simultaneously to dispel the idea we can avoid change by keeping things as they have been.

The secondary purpose of the training is to give a template for the practical application of the principles of *continuous improvement*.

The third purpose for this training is to generate tangible improvements that each delegate could implement the very next day.

Continuous Improvement Course Objectives

The objectives of this training is to....

1. Continually improve your team's ability to get better results
2. Create and sustain a progressive *continuous improvement* culture
3. Improve your communication; make it more goal focused
4. Improve your ability to solve problems before they occur
5. Banish the "If it aint broke, don't fix it" mentality
6. Improve invention, innovation and creativity
7. Harness the power of continuous improvement

Summary of reasons for the course:

We need to improve ourselves and our systems in order to be ready for the changes that have been caused by the recent political, social and economic events.

That means we must reject the idea that we can live off the achievements of the past; and accept the idea that we will strive *to improve everything that we do*.

We know that improvement is always possible and we dedicate ourselves to continually find and implement those improvements.

How many people are doing the training?

Numbers of staff to be trained: To be confirmed.

When will the training take place?

To be arranged.

Where is the training location?

In-house.

What is the content of the course?

The content of the course is set out as follows:



Continuous Improvement Training - Day One - AM

We are here to answer this important question: How can we continually get better results?

We can get continually better results only if we engage in a process of "Continuous improvement"

Attitude determines results

Two opposing attitudes:

1. "If it ain't broke, don't fix it"

This is non-progressive thinking. It is the expression of a thought against improving what is already working. "*If it ain't broke*" is a formula for failure.

2. Continuous improvement

This is progressive thinking. It is an argument for improving what is already working. Continuous improvement is a formula for success.

What is your goal?

Your goal can be simply stated: It is to "Add value to the market place".

If you don't add value to the market place your future is in doubt.

If you add value to the market place your future is assured.

The meaning of the term, "The market place" varies depending on the time of day.

1. Sometimes the market place is your boss.
2. Sometimes the market place is your customer.
3. Sometimes the market place is your friend or colleague.
4. Sometimes the market place is your family.

But no matter what time of day it is, you must add value to others.



How do you do that?

By Continually improving everything you do:

That breaks down into eight subsets. Continually improve the following your ability to:

1. Develop Goal focus.
2. Communicate clearly, accurately and persuasively.
3. Learn from failure
4. Learn from success
5. Improve your skills and knowledge
6. Improve your systems
7. Improve your ability to prevent and solve problems
8. Improve your ability to innovate and invent

1. Continually improve your Goal focus

Goal focused teams have the winner's edge.

Why goal focus is vital to your success.

What happens if the goal is not clear?

2. Improve your ability to communicate your message

Your communication needs to be clear accurate brief and persuasive.

Your goal is to eliminate errors or upsets caused by poor communication.

Tips on how to improve the accuracy of your communication.

3. Improve your ability to learn from failure

Every failure carries with it the seed of an equivalent benefit.

How to turn setbacks and defeats into continuous improvements.

4. Learn from success

You can learn from success. Success leaves clues. Build on the successes of the past.

Learn from what works, and see if we can build on a winning formula.

How to generalise from one success and apply it to another realm.

Continuous Improvement Training - Day One - PM

5. Improve your skills and knowledge

Learning is a continuous improvement activity.
Skills development should never stop.
Develop and improve your ability to learn.
Knowledge is power. Ignorance is not bliss.
Learn accelerated learning techniques.

6. Continually improve your Systems

Everything depends on the quality of your systems.
If you systematise your processes well, then you cut down the chances for mistakes.
The better the system, the better your results.
Continually improve your efficiencies.
Continually improve your systems.
Examples of better systems.

7. Creative problem solving

All problems have causes, all causes suggest possible solutions.
Master the art of problem cause solution mapping.
Exercises in the art of mapping out problem causes and solutions.

Problem cause solution mapping

In a similar way, all problems have implications, and some of those implications need to be anticipated and prepared for.
Master the art of Problem implication countermeasure.
Exercises in the art of mapping out problem implication and countermeasures.

8. Invention and innovation

Create progress follows an innovative idea.
Maybe you could innovate your way to a better future.
Maybe you could do what has never been done before
You know the phrase, "Think outside the Box"
How can you encourage innovation?
Exercise in the art of creative thinking.

Put these elements together to form a coherent plan of action.

Summary and action plan



The training is designed to comply exactly with your requirements:

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. -**Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer, gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

What are the costs / investments?

In-house course

Daily rate is £1,950 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus hotel accommodation for trainer if needed (*Premier inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus three months FREE telephone coaching to answer any on-going questions

Plus free telephone coaching!

To answer any on-going questions, you will also receive email and telephone support from your trainer after you have attended the course.

We suggest the following plan of action:

You please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts
3. The plan of action

Thank you

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A word from our previous delegates...

For feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)