

new edge management limited

.... giving you the competitive edge

Leadership and Management

Descriptions for

Planning for Efficiency

Workshops

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Leaders in performance improvement – for organisations and people

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Workshop Outlines

➤ Planning for Efficiency

- **STRATEGIC PLANNING**
- **CHANGE MANAGEMENT**
- **PROJECT MANAGEMENT**
- **FINANCIAL AWARENESS**
- **BUDGETING AND FORECASTING**

Developing & Managing Teams

Marketing & Communications

Planning & Influencing

Developing Individuals

STRATEGIC PLANNING

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing a practical awareness of the processes behind strategic planning and the link to day-to-day operational objectives and performance measures.

The objectives of the course are:

- a) To demonstrate the processes involved in setting a corporate strategy.
- b) To define the link between strategic planning and operational planning.
- c) To illustrate measures of performance including budgeting and a range of financial tools.

Course Outline:

Understanding corporate strategy and objectives

- definitions of strategy
- strategic issues
- different approaches to strategy

Linking strategic and operational planning

- external and internal influences on planning
- aligning corporate and personal goals

Performance measures

- financial measures
- other measures

Planning and budgeting

- definitions of budgets and budgeting
- zero-based budgeting

Action planning and feedback

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CHANGE MANAGEMENT

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing a practical understanding of the processes involved in the management of change, to enable delegates to implement change effectively in the workplace.

The objectives of the course are:

- a) To develop a range of skills and techniques for managing change.
- b) To develop a process for managing change.
- c) To apply the techniques required to implement the change process.

Course Outline:

Change and the organisation

- the pressures for and against change
- internal and external factors
- how change affects organisations

Change management skills

- understanding resistance to change
- managing resistance
- identifying and dealing with the issues

Change management techniques

- a four-stage framework for the change process
- planning and controlling the change
- project management

Action planning and feedback

PROJECT MANAGEMENT

Duration: 2 day course
Participants: for up to 12 delegates

This course is aimed at developing a range of skills, strategies and tactics for effective project management.

The objectives of the course are:

- a) To describe the principles of planning, implementing and controlling projects.
- b) To develop techniques for estimating, scheduling and monitoring projects.
- c) To apply these techniques on daily project management activities.

Course Outline:

Defining the project

- estimating the project
- identifying project tasks using work break-down structures
- specifying tasks, deliverables and completion criteria

Producing a project management plan

- aims and contents
- agreeing the contract
- generating and optimising a schedule

Risk management

- identifying and analysing risks
- preparing contingency plans

Tracking the project

- managing people
- building and motivating the team
- monitoring progress

Action planning and feedback

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FINANCIAL AWARENESS

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing a range of skills and techniques to enable delegates to apply financial management to the areas within their control.

The objectives of the course are:

- a) To demonstrate an understanding of the three key financial statements.
- b) To develop a practical understanding of cost control and reduction.
- c) To be able to illustrate the relationship between costs and pricing.

Course Outline:

An introduction to financial management

- financial quiz
- review of management accounts and published accounts

The key elements of cost control

- how costs are affected by activity
- knowing which costs can be controlled by the manager
- measures of activity and performance

Costs and pricing

- pricing and marginal costing
- breaking even
- quoting a fixed price

Action planning and feedback

BUDGETING AND FORECASTING

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing a range of skills and techniques to enable delegates to apply the fundamentals of budgeting and forecasting.

The objectives of the course are:

- a) To show the link between the corporate plan and operational budgets.
- b) To define the techniques of setting budgets and forecasts.
- c) To demonstrate the use of budgets and forecasts as business tools.

Course Outline:

Budgets in Context

- Defining budgets and budgeting
- The benefits of budgeting

Setting Budgets

- Translating the corporate plan into business goals
- Setting targets and objectives
- Budgeting from a zero base
- Using financial tools

Managing Budgets

- Monitoring actual results against budget
- Interpreting and using variances
- Setting indicators for maximum benefit

Forecasts as a Management Tool

- The use of forecasts and why they are nearly always wrong
- The areas and items to be included
- Accuracy versus materiality
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Action planning and feedback

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PROGRAMME DIRECTOR

DAVID PARRY - new edge management limited

Profile

Senior executive with extensive management skills and experience in leading knowledge transfer programmes for strategic planning, people management, managing change, and project management. Consortium Project Manager for the £2.6 million DTI supported UK initiative for Managing Change. Experienced practitioner and mentor of executives in Change Management and Business Performance Management (9 years), plus invited speaker and chair of international conference on Measuring and Managing Performance during Corporate Re-organisation. Leadership of business units (20 years), main board directorship, and overseas subsidiary directorship.



Academic Qualifications

MSc Aeronautical Engineering (1975), Queens University of Belfast
BSc Honours Aeronautical Engineering, Queens University of Belfast

Summary of Experience and Skills

- 20 years experience in business leadership, solutions delivery, and team development.
- Consortium project manager of the UK's £2.6 million major initiative for Managing Change, supported by the DTI, business partners and the University of Edinburgh.
- 9 years consultancy experience in Business Performance Management and leading executive teams in strategic planning, e-business design, project management, and managing change.
- 4 years as Main Board Director of an engineering software and consultancy company and Board Director of overseas subsidiary; annual income of £10 million.
- Client relationship management and business expansion in the engineering, defence, software, financial and public sectors, both in the UK and overseas, offering customised learning experiences and mentoring services.
- Partnership development and building alliances with complimentary suppliers offering specialist skills and technologies to address requirements of clients.
- Author and presenter of Masters Degree course modules in IT Strategy and Managing Uncertainty, and author and tutor of Institute of Leadership and Management courses.
- Recruitment and leadership of multi-disciplinary business unit teams and project teams involved in new product introduction, geographic expansion, e-business design and change management.
- Extensive communication skills demonstrated through invited lectures, publications, chair of overseas international conference, facilitating executive think tanks, delivering executive mentoring programmes, and presentations at board level.

Contact For further information please telephone David Parry at **new edge management limited** on 07746 365764, e-mail him at davidparry@newedgemanagement.com or visit our web site at www.newedgemanagement.com

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