



Reach **to** *Achieve*
C O N S U L T I N G

• systems • people • processes

TRAINING DIRECTORY 2011

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"Improving Business Performance"

Please contact us with any enquiries in relation to our workshops... and remember we can customise the programs to your specific requirements!

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■ systems

■ people

■ processes

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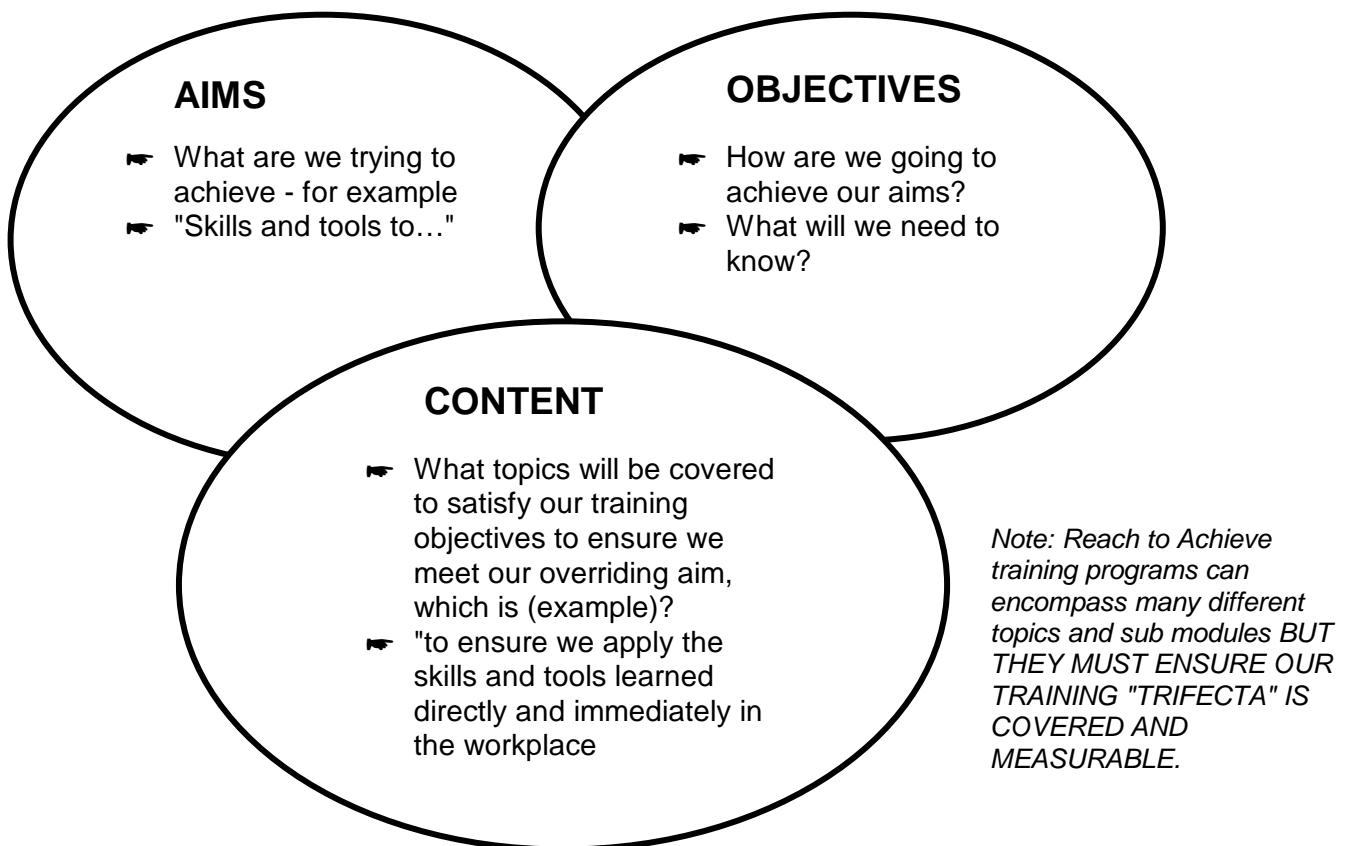
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1. APPROACH TO TRAINING

1.1. The 3 Key Areas To Cover In Training ...



By following the above "TRAINING TRIFECTA" MODEL we will ensure that regardless of topics and participant mix selected we have the best chance of measuring the success of Reach to Achieve Training Programs.

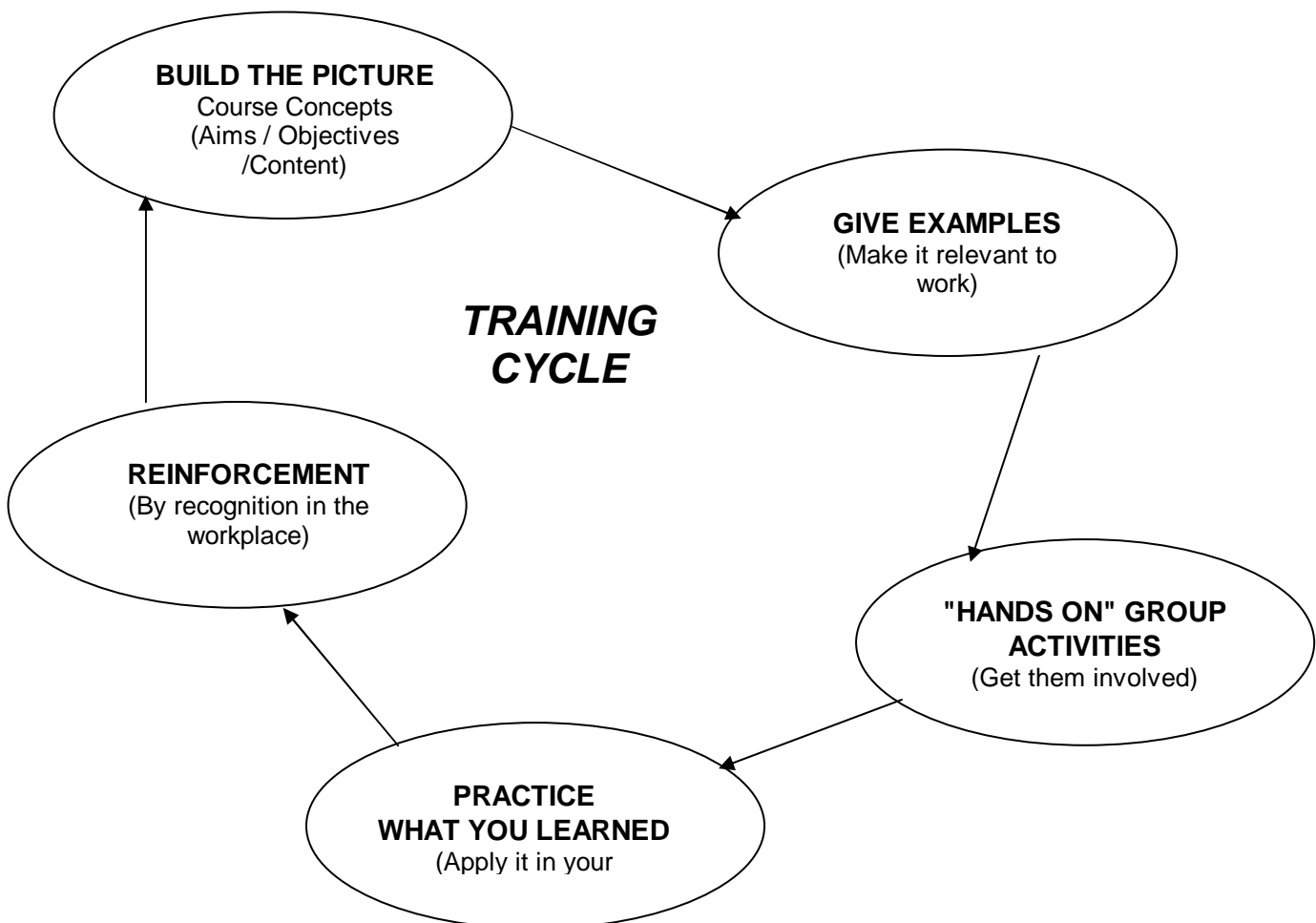
1.2. Reach to Achieve Approach to Training

It has to be worth the "FEE"

- ☛ FUN
- ☛ ENTERTAINING
- ☛ ENLIGHTENING

Achieve these; relate it to your workplace and performance improvement will happen.

The interactive group based approach works best for us and has the most immediate impact in the work place. The approach is consistent for all sessions, for all groups. It is best demonstrated as follows:



7.5. Report Writing – Developing the Business Case – 1 Day

SESSION AIM: To present participants with the skills and tools necessary to understand the importance of report writing as a persuasive communication tool through using the business case to influence, persuade and implement positive business outcomes that add value

OBJECTIVES:

- Understand why report writing is important and appreciate why people do not write the way they speak
- Appreciate key steps to follow in report writing to ensure we avoid mixed messages and “hit the spot” with our target audience
- Follow a framework / methodology for report writing to ensure you know what reports to use and when to use them
- Be able to prepare a Business Case following key templates
- Identify and apply key balanced scorecard measures to support the compelling benefits put forward in the Business Case
- Appreciate and apply the key skills required to sell the benefits of the Business Case to executive management
- Be able to implement the outcomes from the business case and follow next steps to roll out in the organisation

CONTENT:

- Report Writing
- Balanced Scorecard Measures
- Developing The Business Case
- Risk Management
- Selling The Business Case
- Group Activities linking the main concepts

SESSION OUTCOMES:

At the end of this workshop people will be able to apply balanced scorecard methodology to developing and presenting a Business Case to support business change and apply the tools learned immediately back in their workplace.