



INNOVATIVE
MANAGEMENT
TOOLS™

Solutions for Change Management



Dedicated to providing organizations and managers with innovative, cost-effective change management solutions to maximize employee productivity while minimizing employee anxiety... giving managers more time to plan and implement strategies.

Innovative Management Tools LLC

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The IMT Activity Process

Innovative Management Tools activities create focused sessions using the following process:

- 1 Assemble the appropriate participants, planning for a four-hour, methodical brainstorming and communication session.



- 2 Run the session, engaging all participants. All material needed to run a session, along with step-by-step facilitator instructions, is included.



- 3 Create well-defined action plans, based on the session results. Move forward efficiently and effectively while you implement your plans.



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Whatever the size of your organization or the type of industry, Innovative Management Tools has facilitation, kit, and training options to fit your needs.

Facilitation Sessions

Kick off your improvement plan with a four-hour, on-site session with one of your departments.

Kits

Purchase an activity kit and run sessions as often as needed in all your departments – all for a one-time, reasonable purchase price.

Facilitator Training

Training your own internal team of facilitators (training department personnel, OD staff, supervisors, or managers) on how to best facilitate a session anywhere in your organization is a great way to maximize your return on investment.

Order Facilitation,
Kits, and Training packages
and receive special
Solution Pricing!

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Departmental Positioning



Successful departments have a clear understanding of what they do and how they fit into the larger organization. When departments struggle with these basic elements of their identity, it is difficult to support the organization's mid-term and long-term change initiatives.

IDENTITY™ is a departmental positioning activity that helps you develop an outline and content for an internal positioning and communication guide.

IDENTITY helps create a benchmark and communication document detailing a department's role within the organization. Using this document during times of change will provide important information when assessing the impact upcoming changes will have on the department.

Use IDENTITY to

- ✓ Create a clear positioning and vision for the department
- ✓ Communicate the vision and positioning to the department staff
- ✓ Establish a document that serves to keep everyone on "the same page" by describing key information points about the department
- ✓ Reduce training time for new employees entering the department

Complex Change Preparation



When you are faced with a complex change to define, communicate, and implement, where do you start? Do you have a clear direction for the change? Do you know what resources and training are needed to effect the change? How will your employees react when they learn of the change?

NAVIGATE™ is a change preparation activity that helps you consider several elements that directly impact the success of an upcoming change before the implementation begins.

NAVIGATE helps you and your employees cope with transitions and embrace change initiatives by addressing those factors that cause employee frustration, anxiety, false starts, inefficiencies, and confusion before launching into the change plan.

Use NAVIGATE to

- ✓ Establish and communicate a change vision or direction
- ✓ Define resources needed to effect a change
- ✓ Identify ways to motivate people to embrace the change
- ✓ Address training needs prior to introducing change
- ✓ Review the process and procedural changes needed to effect the change
- ✓ Generate change action plans based on actual needs

Task Management and Workload Distribution



How can you identify, analyze, and assign responsibilities to maximize employees' capabilities and productivity? What's the proper balance of job tasks between employees? Are your employees ideally suited for their roles and responsibilities?

HATS™ is a task management activity that helps you assess how many and which "hats" your employees are wearing.

HATS helps you and your employees cope with transitions and embrace change initiatives by putting the right people in the right jobs.

Use HATS to

- ✓ Identify roles and responsibilities
- ✓ Balance employee workloads
- ✓ Identify duplication of efforts
- ✓ Address time management issues
- ✓ Measure employee goals and priorities against company goals
- ✓ Create job descriptions
- ✓ Justify staff expansions or reductions

Barrier Identification and Elimination



What barriers or hurdles are prohibiting your department or organization from moving forward? What solutions exist to eliminate these hurdles? Do the various departments or employees know what solutions they are expected to implement, and when?

HURDLES™ is a barrier identification and elimination activity that helps you assess what barriers exist between a current state and a future state, as well as what needs to be done to eliminate these barriers.

HURDLES helps you and your employees cope with transitions and embrace change initiatives by eliminating those barriers that prohibit you from getting to the desired change state.

Use HURDLES to

- ✓ Define a current state of being
- ✓ Define a future, desired state vision
- ✓ Identify progress barriers
- ✓ Brainstorm solutions to the barriers
- ✓ Assign action plans to employees
- ✓ Assess resource commitment needed to reach the future state
- ✓ Secure buy-in from multiple areas of the organization

Process Improvement



What steps make up your internal processes? Do the various departments or employees know exactly what is required of them within each process? Which steps within your processes are roadblocks to smooth performance?

SNAPSHOT™ is a process improvement activity that helps you define and analyze the various steps of a process and brainstorm changes to the process in order to make it more effective and efficient.

SNAPSHOT helps you and your employees map out processes and analyze them to see where things are going well and where improvements could be made.

Use SNAPSHOT to

- ✓ Define process owners and champions
- ✓ Map process steps
- ✓ Highlight conflicting process steps and timing
- ✓ Identify gaps in processes
- ✓ Uncover training deficiencies
- ✓ Confirm where decision and metric points are within processes
- ✓ Brainstorm process improvement ideas
- ✓ Evaluate process output requirements

Priority Management



Are you starting a new project and you aren't sure who should do what? Is your staff overwhelmed with too many tasks to complete? Is your staff not sure what should be done first?

PRIORITIZE™ is a priority management activity that helps you generate a list of tasks to complete, assign them to a resource, and put the tasks into a priority order for completion.

PRIORITIZE helps you and your employees effectively organize and prioritize a multitude of tasks to complete in a structured manner. By considering various factors and considerations, the tasks are displayed in order of importance for all to see.

Use PRIORITIZE to

- ✓ Generate a list of tasks to be completed
- ✓ Determine the skills needed to complete the tasks
- ✓ Define dependent tasks and treat as one
- ✓ Assign tasks to the available resources
- ✓ Clarify tasks prior to investing resources
- ✓ Prepare priority listings for each resource with completion deadlines

Idea Generation



How many brainstorming sessions have you been in that lack structure and results? How much better would the results have been if the session's facilitator had more control over the process and the participants?

IDEAS™ is a brainstorm activity that helps you put structure and a process around what is often nothing more than an unorganized conversation.

IDEAS helps put form and process to an activity that is usually anything but structured. By providing a process and structure to a brainstorming activity, sessions can be completed in less time with better results.

Use IDEAS to

- ✓ Generate ideas in a structured but creative manner
- ✓ Minimize wasted time through focused discussion
- ✓ Solicit input from all participants in a non-threatening way
- ✓ Minimize chaos and debates
- ✓ Highlight the best ideas

Employee Recognition



Recognition - a powerful motivator that every manager should use regularly and sincerely. Employees want to know that their efforts, their accomplishments, and their successes do not go unnoticed.

AWARDS™ is an employee recognition and award kit that provides long-term use with little expense.

AWARDS allows a manager to give periodic employee recognition, focusing on those items that mean the most to the department and the organization. AWARDS can be the only recognition program used by a department manager or it may be used in conjunction with an established organization-wide incentive program.

Use AWARDS to

- ✓ Keep employees focused on those activities that support your internal goals
- ✓ Provide motivation during times of change
- ✓ Show employees that their actions and successes are noticed and appreciated
- ✓ Keep track of employee accomplishments throughout the year
- ✓ Provide supporting documentation for performance reviews

Solutions for All Your Needs

Innovative Management Tools offers a variety of change management solutions to meet your varied needs, including:

Departmental Positioning

Complex Change Preparation

**Task Management and Workload
Distribution**

Barrier Identification and Elimination

Process Improvement

Priority Management

Idea Generation

Employee Recognition



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