



How Many Hats Do Your Employees Wear?



- ✓ Identify roles and responsibilities
- ✓ Prioritize employees' tasks
- ✓ Highlight duplication of efforts
- ✓ Balance workloads
- ✓ Redistribute tasks across employees



INNOVATIVE
MANAGEMENT
TOOLS™

Solutions for Change Management

Welcome to HATS!



Dear Colleague,

How many hats do your employees wear?

All organizations – regardless of size; whether young or mature; whether situated in one office or across multiple branches and subsidiaries – share a common characteristic: employees who fill specific roles and handle a variety of responsibilities.

HATS, the task management, is designed for managers and supervisors who need to know exactly how many and which “hats” their employees are wearing.

Unlike other activities that require extensive consulting, days of employee time, and excessive costs, HATS allows a manager or supervisor to realize a complete departmental analysis in a fraction of the time...at a fraction of the cost.

With a successful track record that spans more than 10 years, not only do supervisors and managers appreciate HATS, but so do employees. In some cases, employees urge their managers to schedule a HATS session every six months because they value the communication opportunities that HATS provides the participants. Employees also appreciate that their ideas, issues, and insight play an active role in the session results.

I am sure that once you “try on” HATS in your organization, you will quickly find multiple ways to put it to work for you and experience its many benefits.

Sincerely,

Patrick Seaton
President
Innovative Management Tools

How Many Hats Do Your Employees Wear?

Are your employees ideally suited for their roles and responsibilities? Is the workload properly balanced between your employees? How can you identify, analyze, and assign responsibilities to maximize employees' capabilities and productivity?

Finding the answers can make the difference as to whether your organization moves ahead...or falls behind.

HATS can help.

HATS is a proven successful task management activity that helps you assess how many and which "hats" your employees are wearing. The result? Getting the most from employees' abilities...while giving you more time to perform your job successfully.

With HATS, you can conduct a *complete department analysis in as little as four hours.*



Meet the Challenges of Today's Ever-Changing World

In today's fast-paced world, change is the only constant.

HATS helps you and your employees cope with current and future workload demands by *having the right people do the right jobs...*maximizing efficiencies while minimizing anxiety.

HATS provides innovative options to critical challenges, including:

- ✓ Restructuring a department or company
- ✓ Assessing existing staff needs
- ✓ Creating a new department
- ✓ Acclimating to a new department
- ✓ Reducing staff
- ✓ Organizing a cross-functional team
- ✓ Merging two groups into one team
- ✓ Adapting to departmental changes

The Activity in Action

New Manager

Welcome to your new position of department manager! In your new role you most likely have a steep learning curve ahead of you with little time to absorb everything that goes on in your department. Your people have processes in place and even though you are new to the group, they are looking to you for guidance and approvals.

How can you learn the department quickly? You could spend the next two to three weeks shadowing your people, documenting tasks they do, and summarizing everything for review. After a few weeks you will be able to start talking about their concerns with initial understanding.

Or...you can invest only four hours and conduct a HATS session. Bring the department together, see what they do down to the task level, assess where the department has workload balance issues, and begin talking about their concerns today.

Save valuable time and embrace your position with a firm understanding of the roles and responsibilities within your group.

Begin Managing the Future... Today

HATS has a proven record of success.

For over 10 years, HATS has helped managers address a variety of organizational challenges. HATS is more than a one-time activity – it provides the framework for a process of employee renewal and productivity through monitoring and adjusting employees' workloads and priorities. To reap maximum benefits, use HATS in your department every six months. The best part is HATS can be used across the organization in all departments.

Use HATS to

- ✓ Identify employees' roles and responsibilities
- ✓ Prioritize employee tasks to support department and company goals
- ✓ Balance employee workloads
- ✓ Identify duplication of efforts
- ✓ Learn which tasks do not receive full attention
- ✓ Facilitate time management issues
- ✓ Highlight training needs
- ✓ Establish employee goals
- ✓ Identify communal tasks
- ✓ Create job descriptions
- ✓ Justify staff expansions or reductions
- ✓ Define position profiles

The Activity Process

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



- 2 Run the session effectively, 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.



Unbalanced Workloads

Do you have employees who are always overworked? Do some employees seem much busier than others in the same department? Is one person carrying more weight than others?

HATS is the ideal tool for balancing workloads across staff members.

By showing what each person does at the task level, the number of tasks for each person may highlight some workload distribution issues that require attention. Not only do the participants see the discrepancies, the door is opened for balancing tasks.

As unbalanced workloads persist, resentment and burnout often result, creating additional issues to resolve. Unfortunately, in these cases, it is most frequently the person carrying more load who changes from a reliable, steady, knowledgeable employee to one filled with resentment, frustration, and anger. In addition, employees without enough to do can become bored and unfocused.

Find out if you may have a future issue in your department by checking the workload balance today.

Let Us Do it All ... or Show You How

Whatever the size of your organization or the number of employees, Innovative Management Tools has the facilitation, kit, and training options to fit your needs. Whether it is a total task management solution you need, or simply an on-site facilitation session, we have an option for every organization and every budget.

- ✓ On-site Facilitation Session
- ✓ Standard and Deluxe Kits
- ✓ Facilitator Training

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

<p>Facilitation Sessions</p> <p>Kick off your task management improvement plan with a four-hour, on-site session with one of your departments and witness the power of HATS.</p> <p>On-site HATS Session Facilitation (Half Day) One session (up to 10 employees) Order Code: 1TMF001</p> <p>On-site HATS Session Facilitation (Full Day) Two sessions (up to 10 employees per session) – morning and afternoon sessions Order Code: 1TMF002</p> <p><i>HATS Kits sold separately.</i></p>	<p>Kits</p> <p>Purchase a HATS kit and run sessions as often as needed to fit your organization's needs. A complete Facilitator Manual details the process step-by-step.</p> <p>Standard Kit <i>Recommended for organizations with up to 15 supervisors or managers at a single location</i> Order Code: 1TMK003</p> <p>Deluxe Kit <i>Two kits bundled as one package. Recommended for organizations with more than 15 supervisors or managers at a single location</i> Order Code: 1TMK004</p>	<p>Facilitator Training</p> <p>Training your own internal team of facilitators (training department personnel, supervisors, or managers) on how to best facilitate a HATS session is a great way to effectively a task management improvement program organization-wide.</p> <p>Train the Facilitator HATS Training <i>One full-day session (up to 16 people) conducted by a certified HATS trainer</i> Order Code: 1TMT005</p> <p><i>HATS Kits sold separately.</i></p>
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Solution Packages	
One Facilitation and Standard Kit	Order Code: 1TMS006
One Facilitation and Deluxe Kit	Order Code: 1TMS007
Two Facilitations and Standard Kit	Order Code: 1TMS008
Two Facilitations and Deluxe Kit	Order Code: 1TMS009
Facilitator Training and Standard Kit	Order Code: 1TMS010
Facilitator Training and Deluxe Kit	Order Code: 1TMS011
One Facilitation, Standard Kit, and Facilitator Training	Order Code: 1TMS012
One Facilitation, Deluxe Kit, and Facilitator Training	Order Code: 1TMS013
Two Facilitations, Standard Kit, and Facilitator Training	Order Code: 1TMS014
Two Facilitations, Deluxe Kit, and Facilitator Training	Order Code: 1TMS015

Make HATS a vital part of your ongoing decision-making and change management processes!

Order Code	List Price	Savings of
<i>Products and Services Sold Individually</i>		
1TMF001	\$995 *	
1TMF002	\$1,895 *	\$95
1TMK003	\$895	
1TMK004	\$1,695	
1TMT005	\$1,895 *	
<i>Solution Packages</i>		
1TMS006	\$1,800 *	\$90
1TMS007	\$2,800 *	\$90
1TMS008	\$2,700 *	\$185
1TMS009	\$3,500 *	\$185
1TMS010	\$2,690 *	\$100
1TMS011	\$3,690 *	\$100
1TMS012	\$3,600 *	\$185
1TMS013	\$4,400 *	\$185
1TMS014	\$4,580 *	\$200
1TMS015	\$5,380 *	\$200

* Prices for On-site Facilitation and Training sessions do not include travel to and from location. Contact Innovative Management Tools for additional costs.

HATS can pay for itself in as little as five weeks – let us show you how. Contact Innovative Management Tools today.



Pulling All the Pieces Together

Reaching organizational success in today's world requires having the right people do the right jobs.

At Innovative Management Tools, we are dedicated to providing organizations and managers with innovative, cost-effective change management solutions that maximize employee productivity while minimizing employee anxiety... giving managers more time to plan and implement strategies.



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