

Chart Your Course Through the Constant Sea of Change



- ✓ Communicate a direction for change
- ✓ Plan for change before implementing
- ✓ Take a strategic plan from the concept phase into the implementation phase
- ✓ Create a successful change road map
- ✓ Reduce employee anxiety when introduced to change



**INNOVATIVE
MANAGEMENT
TOOLS**TM

Solutions for Change Management

Welcome to NAVIGATE!



Dear Colleague,

Are you and your staff prepared for an upcoming change before launching the plan?

All organizations – whether small, medium, or large; young or mature – share the same need to effect changes as quickly, smoothly, and efficiently as possible. Usually there is one person with ultimate responsibility for driving a specific change initiative in an organization. This person can be an employee, a supervisor, or a manager. I call this person the “Change Champion.”

NAVIGATE, the complex change preparation activity, is designed for Change Champions who see the value of involving employees in change preparations, along with open communication concerning what it will take to effectively implement a change.

Unlike other activities that require extensive consulting, days of employee time, and excessive costs, NAVIGATE allows a change champion to plan for an upcoming change in a fraction of the time...at a fraction of the cost.

Not only do the Change Champions appreciate NAVIGATE, so do employees. Conducting a session every time a group is planning to implement a complex change, employees value the communication opportunities that NAVIGATE provides. Employees also appreciate that their ideas, issues, and insight play an active role in the session results.

I am sure that once you plan an upcoming change using NAVIGATE, you will quickly find multiple ways to put it to work for you and experience the many benefits.

Sincerely,

Patrick Seaton
President
Innovative Management Tools

Chart Your Course Through the Constant Sea of Change

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

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

NAVIGATE can help.

NAVIGATE is a change preparation activity that helps you consider several elements that directly impact the success of an upcoming change before the change process begins. The result? By methodically addressing all the issues with the people affected by the change you avoid confusion, frustration, false starts, inefficiencies, and anxiety once the change process starts.

With NAVIGATE, you can conduct a *complete 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.

How you plan for those changes can be anything but constant. NAVIGATE helps you and your employees embrace change and cope with transitions by *addressing those factors that cause employee frustration, anxiety, false starts, and confusion before launching into the change plan...*maximizing efficiencies while minimizing anxiety.

NAVIGATE provides managers innovative options to critical challenges, including:

- ✓ Restructuring a department
- ✓ Implementing strategic plans
- ✓ Creating a new department
- ✓ Reducing staff
- ✓ Merging two groups into one team
- ✓ Adapting to departmental changes

The Activity in Action

Modest Growth Rate

The organization has been growing at a modest rate for the last few years. Policies, procedures, and staffing have been designed for the modest growth mode. New management has come in and is introducing new initiatives, plans, programs, or products to stimulate growth in the business. How refreshing!

Your job as department manager is to plan for the anticipated change and growth. What to do? NAVIGATE is the answer. NAVIGATE helps you prepare for an upcoming change. Preparing action plans that can be deployed at a moment's notice, when needed, will be critical to your department's success under the new management.

NAVIGATE helps you prepare for upcoming changes without actually launching into the change process. However, when needed, you are ready to move forward. NAVIGATE, a smart use of time and resources when the future holds many unknowns.

Begin Managing the Future... Today

NAVIGATE helps managers identify and address a variety of organizational challenges.

NAVIGATE is more than a one-time activity – it provides the framework for a process of employee renewal. To reap maximum benefits, use NAVIGATE in your department each time you need to implement a change that affects several people, departments, or impacts processes. Thinking through the transition and ensuring that the people understand the upcoming change, as well as the steps needed to effectively navigate the change, motivates employees to embrace the change. The best part is that NAVIGATE can be used across the organization in all departments...all for the same reasonable, one-time cost.

Use NAVIGATE to

- ✓ Reduce employee anxiety when implementing change
- ✓ Increase employee buy-in to upcoming change through open communication
- ✓ Create a road map to success before putting a change plan into motion
- ✓ Communicate a change initiative or strategic direction
- ✓ Define resources needed to effect a change
- ✓ Identify ways to motivate people to embrace the change
- ✓ Address training needs prior to introducing change
- ✓ Determine all people involved in the change process
- ✓ Generate action plans based on actual needs
- ✓ Involve those affected by a change in the preparatory stage

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.



Merging Visions

Your organization has acquired a competitor and the merging process has begun. Your department and its counterpart from the second organization have become one – virtually overnight. You are also faced with a new, combined vision and direction for the new team. How are you going to get the staff moving forward in the new direction?

NAVIGATE will lead you and your staff toward success. After only four hours, the group will understand the new direction, identify training needs, process changes, any resource issues, and the motivation necessary to move forward.

Planning your action plans as a team is a great way to build camaraderie and identify the focus needed to leave the past in the past – navigating toward the future as one.

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 change preparation 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>Start your complex change preparation plan with a four-hour, on-site session with one of your departments facing an upcoming complex change and witness the power of NAVIGATE.</p> <p>On-site NAVIGATE Session Facilitation (Half Day) One session (up to 10 employees) Order Code: 4CPF001</p> <p>On-site NAVIGATE Session Facilitation (Full Day) Two sessions (up to 10 employees each session) – morning and afternoon sessions Order Code: 4CPF002</p> <p><i>NAVIGATE Kits sold separately.</i></p>	<p>Kits</p> <p>Purchase a NAVIGATE kit and run sessions as often as needed. 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: 4CPK003</p> <p>Deluxe Kit <i>Recommended for organizations with more than 15 supervisors or managers at a single location</i> Order Code: 4CPK004</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 NAVIGATE session is a great way to effectively conduct sessions organization-wide.</p> <p>Train the Facilitator NAVIGATE Training <i>One full-day session (up to 16 people) conducted by a certified NAVIGATE trainer</i> Order Code: 4CPT005</p> <p><i>NAVIGATE Kits sold separately.</i></p>
---	--	--

Solution Packages	
One Facilitation and Standard Kit	Order Code: 4CPS006
One Facilitation and Deluxe Kit	Order Code: 4CPS007
Two Facilitations and Standard Kit	Order Code: 4CPS008
Two Facilitations and Deluxe Kit	Order Code: 4CPS009
Facilitator Training and Standard Kit	Order Code: 4CPS010
Facilitator Training and Deluxe Kit	Order Code: 4CPS011
One Facilitation, Standard Kit, and Facilitator Training	Order Code: 4CPS012
One Facilitation, Deluxe Kit, and Facilitator Training	Order Code: 4CPS013
Two Facilitations, Standard Kit, and Facilitator Training	Order Code: 4CPS014
Two Facilitations, Deluxe Kit, and Facilitator Training	Order Code: 4CPS015

Make NAVIGATE 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>		
4CPF001	\$995 *	
4CPF002	\$1,895 *	\$95
4CPK003	\$895	
4CPK004	\$1,695	
4CPT005	\$1,895 *	
<i>Solution Packages</i>		
4CPS006	\$1,800 *	\$90
4CPS007	\$2,800 *	\$90
4CPS008	\$2,700 *	\$185
4CPS009	\$3,500 *	\$185
4CPS010	\$2,690 *	\$100
4CPS011	\$3,690 *	\$100
4CPS012	\$3,600 *	\$185
4CPS013	\$4,400 *	\$185
4CPS014	\$4,580 *	\$200
4CPS015	\$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.

Pulling All the Pieces Together

Reaching organizational success in today's world requires thinking through changes, planning the best path to success, and assuring employee buy-in to the change – all before the change process begins.

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.



Innovative Management Tools LLC
912 Merry Lane
Milladore, Wisconsin 54454
USA

www.innovmgt.com

Telephone: 715-340-9606
Fax: 715-457-2040