

Easily Improve Your Organization's Processes



- ✓ Map internal processes – existing or new
- ✓ Generate improvement ideas
- ✓ Highlight process conflicts
- ✓ Identify gaps in processes
- ✓ Establish metric points
- ✓ Confirm decision points



INNOVATIVE
MANAGEMENT
TOOLS™

Solutions for Change Management

Welcome to SNAPSHOT!



Dear Colleague,

How can you improve on your processes as they exist today?

All organizations – whether small, medium, or large; young or mature – have created internal processes that keep the organization running. Whether documented or not, these processes are the glue of any organization.

SNAPSHOT, the process improvement activity, is designed for managers and supervisors who need to know exactly what the various steps of an existing (or to be defined) process are and what can be done to improve the process.

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

Not only do supervisors and managers appreciate SNAPSHOT, so do employees. Conducting a session every six months to reevaluate a process flow, participants value the communication opportunities that SNAPSHOT provides. Employees also appreciate that their ideas, issues, and insight play an active role in the session results.

I am sure that once you review and improve a process using SNAPSHOT, you will quickly find multiple ways to put it to work for you and experience the many benefits it offers.

Sincerely,

Patrick Seaton
President
Innovative Management Tools

Easily Improve Your Organization's Processes

What steps make up your internal processes? Do the various departments or employees know exactly what is required from them within each process? Which steps within your processes are roadblocks and which run smoothly? Where do you need employee training in order to enhance the process?

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

SNAPSHOT can help.

SNAPSHOT is a process improvement activity that helps you define and analyze the various steps of a process, generate changes to the process, and make it more effective and efficient. The result? Creating a smoother process that allows supervisors, managers, and process owners more time to spend on other critical tasks.

With SNAPSHOT, you can conduct a *complete process 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.

SNAPSHOT helps you and your employees *map out processes and analyze them to see where things are going well and where improvements need to be made...maximizing efficiencies while minimizing anxiety.*

SNAPSHOT provides managers innovative options to critical challenges, including:

- ✓ Restructuring a department or organization
- ✓ Creating a new department
- ✓ Acclimating to a new department
- ✓ Reducing staff
- ✓ Organizing a cross-functional team
- ✓ Adapting to departmental changes

The Activity in Action

Smooth Sailing!

Everything is going well for you and your organization. The staff is happy and operations are running smoothly. What more could you possibly do?

If this is your situation, then get ready to take a good situation and make it great. By running a SNAPSHOT session, you have the opportunity to review, analyze, and improve your internal processes without any pressure to do so.

Another benefit that you will receive is a boost in morale and a great communication opportunity. Let your people spend time together. Listen to their ideas on how to make well-run processes perform even better.

There is no need to wait for issues, problems, or process interruptions to prompt a SNAPSHOT session. Use your time of stability to make your internal processes even stronger!

Begin Managing the Future... Today

SNAPSHOT helps managers address a variety of organizational challenges.

SNAPSHOT is more than a one-time activity – it provides the framework for a process of employee renewal and productivity. Use SNAPSHOT every few months to define and refine internal processes. For example, focusing on roadblocks that affect process efficiency and finding ways to remove those roadblocks motivates employees to embrace the change process. The best part is that SNAPSHOT can be used across the organization in all departments...all for the same reasonable, one-time cost.

Use SNAPSHOT to

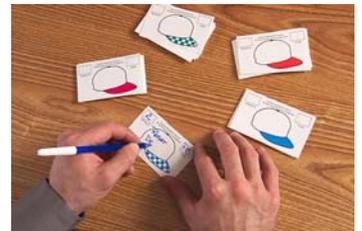
- ✓ Define process owners and champions
- ✓ Map process steps over a specified time period
- ✓ Create a process SWOT analysis - Strengths, Weaknesses, Opportunities, Threats
- ✓ Identify problem areas within the processes
- ✓ Identify gaps in processes
- ✓ Uncover training deficiencies
- ✓ Confirm where decision points and metrics are within processes
- ✓ Brainstorm process improvement ideas
- ✓ Assess opportunities if improvements are implemented
- ✓ Assess consequences if improvements are not implemented
- ✓ Evaluate process output requirements
- ✓ Assess individuals' contributions to a specific process

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.



Moving at Lightning Speed!

Your company is growing in leaps and bounds. Orders consistently exceed expectations and expanding your staff with qualified personnel has become a monthly task. Within your department, new programs, policies, and procedures are being created to meet the growing needs of your customers. That means your processes in place today may become outdated and inefficient tomorrow.

Ease the stress with SNAPSHOT. After a session, you will be able to:

1. map existing processes as they stand today;
2. discuss how the processes need to change to meet future needs;
3. confirm that all people involved in the processes understand how they fit;
4. identify smooth transition steps, clumsy transition steps, steps that are not clear, and steps where training is needed; and
5. let employees see the whole process picture and understand how the process will change.

In the high-growth mode, it is easy to become totally reactive to the work you need to accomplish in a limited amount of time. SNAPSHOT allows managers to stay proactive and in control during this time of rapid changes.

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 process improvement 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 process improvement plan with a four-hour, on-site session and witness the power of SNAPSHOT.</p> <p>On-site SNAPSHOT Session Facilitation (Half Day) One session (up to 10 employees) Order Code: 3PIF001</p> <p>On-site SNAPSHOT Session Facilitation (Full Day) Two sessions (up to 10 employees per session) – morning and afternoon sessions Order Code: 3PIF002</p> <p><i>SNAPSHOT Kits sold separately.</i></p>	<p>Kits</p> <p>Purchase a SNAPSHOT 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: 3PIK003</p> <p>Deluxe Kit <i>Recommended for organizations with more than 15 supervisors or managers at a single location</i> Order Code: 3PIK004</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 SNAPSHOT session is a great way to effectively conduct sessions organization-wide.</p> <p>Train the Facilitator SNAPSHOT Training <i>One full-day session (up to 16 people) conducted by a certified SNAPSHOT trainer</i> Order Code: 3PIT005</p> <p><i>SNAPSHOT Kits sold separately.</i></p>
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Solution Packages	
One Facilitation and Standard Kit	Order Code: 3PIS006
One Facilitation and Deluxe Kit	Order Code: 3PIS007
Two Facilitations and Standard Kit	Order Code: 3PIS008
Two Facilitations and Deluxe Kit	Order Code: 3PIS009
Facilitator Training and Standard Kit	Order Code: 3PIS010
Facilitator Training and Deluxe Kit	Order Code: 3PIS011
One Facilitation, Standard Kit, and Facilitator Training	Order Code: 3PIS012
One Facilitation, Deluxe Kit, and Facilitator Training	Order Code: 3PIS013
Two Facilitations, Standard Kit, and Facilitator Training	Order Code: 3PIS014
Two Facilitations, Deluxe Kit, and Facilitator Training	Order Code: 3PIS015

Make SNAPSHOT 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>		
3PIF001	\$995 *	
3PIF002	\$1,895 *	\$95
3PIK003	\$895	
3PIK004	\$1,695	
3PIT005	\$1,895 *	
<i>Solution Packages</i>		
3PIS006	\$1,800 *	\$90
3PIS007	\$2,800 *	\$90
3PIS008	\$2,700 *	\$185
3PIS009	\$3,500 *	\$185
3PIS010	\$2,690 *	\$100
3PIS011	\$3,690 *	\$100
3PIS012	\$3,600 *	\$185
3PIS013	\$4,400 *	\$185
3PIS014	\$4,580 *	\$200
3PIS015	\$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.

SNAPSHOT can pay for itself in as little as eight 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 smoothest processes possible to gain efficiencies wherever and whenever possible.

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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