

Helping Implement Good & Best Practices in

Essential IT & Knowledge Management

2 Week Training Workshop

- ✓ Skills for High Performing Managers
- ✓ Supporting your Organization's Vision 2020

A 2 Week Training Workshop

Workshop Overview

In a globalize knowledge economy huge opportunities have arisen to increase productivity, improve performance, reduce costs and empower the work force.

To be a high performing manager you simply have to understand and appreciate the impact of these technologies and methodologies. IT and these opportunities are tied very closely. This program is designed to fill this skills gap which is commonly found in Managers.

Vision 2020 is an understanding of what Organizations are likely to Look like, How they will Operate and be Managed in the year 2020.

US Chemical Industry Joint Vision 2020 for IT is as follows...

WORKSHOP CONTENT

- IT in Globalize Organizations
 - Vision 2020
 - Your Organization in 2020
- New Management Methodologies
 - Quality Assurance Approach
 - Process Approach
 - Customer Focus
- The 24x7x365 Organization Business Models
- IT Systems for
 - Customer Service Improvement
 - Productivity Improvement
 - Management Follow-up on Initiatives
 - Decision Support Information
 - Collaboration
 - Team Working
 - Project Management
 - Document Management
 - Promoting Innovation & Supporting Research & Development
- Understanding Needs Analysis Methodology for understanding the Impact of a specific IT System on your Department
- Understanding Effective IT System Implementation Tasks for your Department, including contributions during
 - Needs Analysis
 - Impact Studies
 - Coordinating Implementation
 - User Training
 - Implementation
 - Post Implementation Reporting

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- Your Action Plan for Vision 2020
 - Setting up Early warning system to Provide Decision Support Data
 - Workshop Case Studies 1
 - Workshop Case Studies 2
 - Program Recommendations
 - An Individualized Action Plan for each Participant.
3. Training Prior to a New Project or Initiative Planned in the Organization
 2. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices
 5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations

Workshop Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.
3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This

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difference when added to your resume will make you a prime candidate for career advancement in your own organization or in your next job/s.

3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the process enabling you to make a leadership contribution.

This Workshop is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

More experiences participants take-away an individualized action plan as mentioned elsewhere in this technical sheet.

Implementation Teams: This program can be used to train implementation teams where...

1. a new project or initiative being started in your organization
2. a new strategic focus is being initiated
3. just prior to a Consultant being hired to advise the organization.

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: Since the program aims to ensure the participants have his individualized improvement plan at the end of the program, and foreseeing the effort involved, anticipating resistance and

implementation requirements it is recommended that the organization nominate **at least two participants together** (three will be more desirable to allow for attrition) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to:-

1. Develop personnel skills in Critical Skills and Methodologies covered in this program.

Information Systems

Throughout the chemical industry, the ways in which data are turned into information and used, managed, transmitted, and stored will be critical to its ability to compete. Improved and enhanced information systems are at the very heart of the vision, which sees the chemical industry operating highly efficiency and economically.

- Infrastructure and Open Systems
- Business and Enterprise Management
- Produce and Process Design and Development
- Computers in Manufacturing
- Computers in Plant Engineering and Construction "

This program primarily looks at the IT Systems your Organization can consider TODAY to increase Effectiveness, Productivity and User/Customer Satisfaction, but it also help you understand your own Departmental Vision 2020 and the Strategic Planning required to help implement it. (For Strategic Planning & Management Level understanding of IT Vision 2020 you may wish to attend the program.

For Latest Program Dates Email

hpm557@EuroTraining.com

www.eurotraining.com/bro/hpm557.php

REGISTRATION FORM	
Program:	Essential IT & Knowledge Management Training (HPM557)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration** : You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.