

Results:

1. Determination of key organizational processes, as well as analysis of the organizational structure and the direct responsibilities of key positions.
2. Documentation of each position's key functions and assignment of responsibilities to eliminate the duplication of functions.
3. Breakdown into sub-functions to create a detailed map of which tasks are required, and the purpose of each, to serve as a first step in process optimization.
4. Documentation of the sequence of events for each of the sub-functions. Define the "how" of the operation on which to make iterations of continuous improvement through cross-checks along the internal supply chain.

Includes:

- + Two eight-hour workshops.
- + Follow-up to build out the organizational "know how" using GTC methodology.
- + Scheduled joint work sessions, depending on the length and magnitude of the project. These post sessions will serve to answer questions and address any particular issues participants have.
- + Electronic copies of the presentation materials and work manual (Printed copies not included).
- + Certificate of completion with objectives achieved.

