

# Workflow Alignment Program

## COURSE OVERVIEW

McGhee Productivity Solutions (MPS)' Workflow Alignment Program is designed to help teams create standards and guidelines to help create an ingrained culture of productivity. Utilizing the content from Take Back Your Life!®, this program works with leadership to align upon protocols that will make the biggest positive impact on the team or division's productivity. This scalable program helps to create permanent behavioral changes to increase productivity across a team or division. By standardizing protocols related to productivity, this program teaches and fosters a more efficient workplace culture with better communication, higher goal achievement and more work-life balance.

*"Thank you for a great session! The reviews from the team have been very positive and I think everyone is excited to begin using our new skills. Your energy and detail around the subject matter were very spot on."*

**-Mike Angel, General Sales Manager, Marriot**

### Key Issues Addressed:

- Lack of alignment
- Email overwhelm
- Ineffective or unclear communication
- Issues with commitment keeping
- Low achievement of goals and objectives
- Individuals working outside of business hours
- Lack of work-life balance
- Lack of focus
- Things slipping through the cracks

### Key Results:

- Clear standards and guidelines
- Increased accountability
- Proactive vs. reactive team
- Fewer emails, meetings and interruptions
- More effective meetings
- More strategic team
- Focused on goals and objectives
- Less employee turnover
- Increased ROI

This program is a five-phase engagement completed over a period of 4-6 months. MPS focuses on laying the groundwork for the program with leadership including alignment and internal marketing before rolling out seminars to the team. Sustainability is a key component of this program with an internal coordinator trained and accountability surveys used to measure progress.

## COURSE OUTLINE

Leadership Alignment	Internal Marketing	Alignment on Standards & Guidelines	Sustainability	Sustainability
<ul style="list-style-type: none"> <li>• Leadership aligns on and commits to the program</li> <li>• Identify key stakeholders throughout the division to contribute to the program design</li> <li>• Complete an Alignment and Change Management Strategy Session</li> </ul>	<ul style="list-style-type: none"> <li>• Design and roll-out of marketing plan</li> <li>• Feedback loop to prepare environment for change</li> <li>• Collateral creation</li> </ul>	<ul style="list-style-type: none"> <li>• Create standards and guidelines</li> <li>• Customize to roles, internal taxonomy, and software</li> <li>• Validate standards with key team members</li> <li>• Pilot with test groups to refine</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual and in-person seminars delivered</li> <li>• Feedback loop to stay in communication with audience</li> </ul>	<ul style="list-style-type: none"> <li>• Onboard new staff</li> <li>• Measure success of program using Accountability Surveys</li> <li>• Ensure leaders and key stakeholders are modeling behavior changes</li> <li>• Feedback loop continues and results are analyzed to inform sustainability initiatives are moving forward</li> </ul>