

 all effective changes



**Our Online Services**

## Service overview

Online Digital Transformation Services						
Number	Online Workshops	Prerequisites	Description	Duration in days	Minimum attendees	Maximum attendees
<b>OTS000</b>	Digital Transformation Readiness Assessment	<ul style="list-style-type: none"> <li>* Digital Transformation intentions</li> <li>* Availability of documentation</li> <li>* Availability of staff needed for interviews and Checklist</li> </ul>	This service investigates the readiness of the organization by assessing documentation, conducting interviews and using our Digital Transformation Readiness Checklist. It is a part time low visibility assessment to understand the sense of urgency, ability and readiness of the organization to start a digital transformation.	6	N/A	N/A
<b>OTS001</b>	CxO Workshop How to Start-up Digital Transformation	<ul style="list-style-type: none"> <li>* Strategy to start Digital Transformation</li> <li>* Availability of the CxO team</li> </ul>	This is the start of any transformation. This online workshop is used to select a Transformation Owner and to create awareness at CxO level. It helps to define what needs to be done to start and perform a (Digital) Transformation that will support you in transforming your business.	0,6	3	6
<b>OTS002</b>	Workshops to implement a Digital Transformation Program	<ul style="list-style-type: none"> <li>* CxO owner</li> <li>* Team availability</li> <li>* Strategic CxO support for the program</li> <li>* Goal of the Digital Transformation</li> </ul>	These are the series of Digital Transformation workshops that will create an up and running Digital Transformation Program. These workshops are the next step after the TS001 workshop. There will be close cooperation with the Transformation Owner and the Transformation Manager to ensure the best sustainable results possible. Please be aware that the careful selection of Transformation Manager, the Transformation Lead(s) and the team can take some time.	10	10	20
<b>OTS003</b>	Multicultural Workshop	<ul style="list-style-type: none"> <li>* Team availability</li> <li>* Management support for the workshop</li> </ul>	This workshop will create a global distributed team with different cultural backgrounds which will be very useful if your Transformation team is across the globe. This workshop can be performed after the (O)TS002 workshop. It can be very useful as a standalone workshop to create teams with a different background across different countries (For example teams from Europe and India) which will improve the performance of your teams.	5	10	20
<b>OTS004</b>	Continuous Improvement workshops	<ul style="list-style-type: none"> <li>* Team Management for approving the proposal</li> <li>* Team availability</li> <li>* Management support for the workshop</li> </ul>	These workshops are needed to keep the Digital Transformation going after the Program achieved its goals. It empowers your production teams on the work floor to keep improving in a Scrum/Agile way which will benefit your company in several ways and improves the output results. This workshop can be performed after the (O)TS002 workshop. It can be very useful as a standalone workshop to implement a Continuous Improvement program. Your production teams are empowered and can work in a Scrum and Agile way on impediments that are blocking or hindering their daily work. These workshops are designed to keep the improvements from your team(s) going.	3	10	20
<b>OTS005</b>	Assessment services	<ul style="list-style-type: none"> <li>* Availability of candidates and/or</li> <li>* Owners of programs/projects</li> </ul>	This service is used during (O)TS002 but can also be used as a standalone service. This service is very useful to understand which skills and capabilities are needed to run Programs and Projects successfully.	0,5	Per assessment	
<b>OTS006</b>	Implementation services	* None	Coaching and guiding the Transformation Manager, Program Manager and/or Change Manager.		Depending	
<b>OTS007</b>	Tailor made In-House Transformation Workshops	* None	This service consists of a workshop assessing the needs of your company and thus creating tailor made workshop(s) meeting all the requirements.	1	N/A	N/A
<b>OTS008</b>	Core Transformation team building Workshop	* None	This service will build a Core Team which will work as a team or it will improve an existing Core Team that needs to start working as an effective Transformation guiding team	2,5-4,0	6	12
<b>OTS009</b>	Full Transformation Team building workshop (Core Team + additional	* None	This service will create a team which will work as a Transformation Team. This service can also be used to create other Team(s).	3,0-5,0	10	20
<b>OTS010</b>	Program/Project assessment service. 4 hours time unit per 1-2 programs/projects	* None	This service will assess 1-2 Programs/Projects regarding their real status. It will provide besides a view within ProActive® on the assessed Programs/Projects, a report showing the improvements areas and a priority value calculated with our Program/Project Priority Value Calculator. Based on this view and report actions can be taken.	0,6	N/A	N/A



### **General prerequisites for all Online Services**

In order to perform any of our online services the following prerequisites must be met by our participants:

- dual screen computer/laptop to be able participate in the on-line meeting and work in documents or whiteboards or Miro
- high speed internet connection
- headset/mic (i.e. not on speakers)
- printing facilities (preferably color)
- scanning facilities (a smartphone will suffice)

**OTS000: Digital Transformation Readiness Assessment****General:**

This service investigates the readiness of the organization by assessing documentation, conducting interviews and using our Digital Transformation Readiness Checklist. It is a part time low visibility assessment to understand the sense of urgency, ability and readiness of the organization to start a digital transformation.

**Objectives:**

Providing an insight in the urgency, ability and readiness of the organization to conduct a successful Digital Transformation and the recommended way forward.

**Duration:**

The duration of this service is 6 days over a period of 3 weeks (2 days per week).

**Prerequisites:**

- Digital Transformation intentions
- Availability of documentation
- Availability of staff needed for interviews and Checklist

**Readiness Assessment results:**

The output of this Readiness Assessment is a report showing the readiness of the organization and the areas that need to improve, with a recommended approach.

**OTS001: CxO workshop How to Start-up Digital Transformation****General:**

This is the start of any transformation. This workshop is used to select a Transformation Owner and to create awareness at CxO level. It helps to define what needs to be done to start and perform a (Digital) Transformation that will support you in transforming your business.

**Objectives:**

The goal of the workshop is to prepare the CxO team for the Digital Transformation and to work as one team with one goal, understanding what needs to be done to make the Digital Transformation a success for your company.

**Duration:**

The duration of this service is 1-2 hours for the intake and 0,5 day for the workshop divided in time slots.

**Who should attend:**

- CxO Team

**Prerequisites:**

- Clear definition of the company strategy.
- The CxO team needs to be fully available during the workshop.

**Workshop subjects:**

During the workshop the following subjects will be addressed:

- What is the objective and scope of the Digital Transformation
- Who will be the CxO owner
- What needs to be in place
- How to select the Transformation team
- What needs to be achieved in the program
- Setting the timelines
- How to communicate to the organization

**Workshop results:**

After the workshop, you will work as one team and understand what needs to be done to realize a successful Digital Transformation. The Digital Transformation Owner is selected and the dates are set for the Digital Transformation.

## **OTS002: Workshops to implement a Digital Transformation Program**

### **General:**

These are the series of Digital Transformation workshops that will create an up and running Digital Transformation Program. These workshops are the next step after the (O)TS001 workshop. There will be close cooperation with the Transformation Owner and the Transformation Manager to ensure the best sustainable results possible. Please be aware that the careful selection of Transformation Manager, the Transformation Lead(s) and the team can take some time.

### **Objectives:**

The goal of the workshop is to set-up the complete Digital Transformation program and to select and create the team to achieve the Digital Transformation objectives.

### **Duration:**

The duration of this service is 10 days divided in time slots in a 1-3 months' timeframe.

### **Who should attend:**

The workshops are designed for the full transformation team and they have different audiences per workshop:

#### *Intake:*

- CxO owner (2 hours)

#### *First workshops:*

- CxO owner (part time)

#### *Second workshops:*

- Transformation Manager

#### *Third workshops:*

- CxO owner (part time)
- Transformation Manager
- Transformation Lead(s)
- Transformation Team

#### *Fourth workshops:*

- CxO owner (part time)
- Transformation Manager
- Transformation Lead(s)
- Transformation Team

### **Prerequisites:**

- CxO owner needs to be present
- For the third and fourth workshops the full Team needs to be available
- Strategic CxO support for the program needs to be available
- Objectives for the Digital Transformation program

**Workshops set-up:**

This service consists of an intake and four workshops. The intake is to understand the Transformation Program, to assess the Digital Transformation program and to understand what kind of Transformation Manager is needed. The first workshops are to select the Transformation manager (maximum 4 candidates). The second workshops are to support the Transformation Manager selecting the Transformation Lead(s) and the team. The third workshops are to set up the full Digital Transformation Program and select all tools & utilities. The fourth workshops are to work with the team to bring into practice all the tools and utilities.

**Workshop subjects:**

*During the intake the following subjects will be addressed:*

- The Transformation Program
- Assessment of the Digital Transformation program
- Assessment of the Transformation Manager skills to make sure that you can select the right people with the right skills for the Digital Transformation program

*During the first workshops the following subjects will be addressed:*

- Assessments of the selected candidates for Transformation Manager
- Selection of the Transformation Manager

*During the second workshops the following subjects will be addressed:*

- Define the skills needed for the Digital Transformation Program to make sure that the right people with the right skills can be selected for the Digital Transformation program
- Support for the Transformation Manager to select the right Transformation Lead(s) and team

*During the third workshops the following subjects will be addressed:*

- Transformation basics and strategy
- Working as ONE team with ONE Goal
- Prerequisites
- Ownership
- Pitfalls that are waiting and how to avoid/solve them
- The scope of the Digital Transformation program.
- The goals that need to be achieved during the different stages
- Selection of the tools and utilities needed for the Digital Transformation program
- Planning
- Budget

*During the fourth workshops the following subjects will be addressed:*

- Working with the tools and utilities during the Digital Transformation program
- Coaching and supporting the team

**Workshop results:**

After the workshops the following results are achieved:

- Strategy for the Digital Transformation
- The team will work as ONE Team
- The team is fully committed to the objectives
- The Digital Program is assessed
- The right team is assessed and selected
- The right tooling is selected and in place
- The program is in place and fully operational



### **OTS003: Multicultural workshops**

#### **General:**

These workshops will create a global distributed team with different cultural backgrounds which will be very useful if your Transformation team is across the globe. These workshops can be performed after the (O)TS002 workshop.

It can be very useful as standalone workshops to create teams with a different background across different countries (For example teams from Europe and India) which will improve the performance of your teams.

#### **Objectives:**

The goal of these workshops is to create ONE team of onshore and offshore resources of different cultures who will have a better understanding of each other's culture and can act accordingly.

#### **Duration:**

The duration of this service is 5 days divided in time slots in a 1-2 months' timeframe.

#### **Who should attend:**

The workshops are designed for multicultural teams consisting of onshore and offshore staff:

- Management of the team
- Multicultural Team

#### **Prerequisites:**

- Team availability
- Team Management
- Management support for the workshop

#### **Workshop set-up:**

This service consists of an intake and four day workshops.

#### **Workshop results:**

After the workshops the following results are achieved:

- The team will work as ONE Team
- The team will have a better understanding of each other's culture
- The team will be able to perform tasks better without misunderstandings
- The team will have proposed improvement proposals ready to be executed

## **OTS004: Continuous Improvement workshops**

### **General:**

These workshops are needed to keep the Digital Transformation going after the Program achieved its goals. It empowers your production teams on the work floor to keep improving in a Scrum/Agile way which will benefit your company in several ways and improves the output results. These workshops can be performed after the (O)TS002 workshops.

It can be very useful as standalone workshops to implement a Continuous Improvement program. Your production teams are empowered and can work in a Scrum and Agile way on impediments that are blocking or hindering their daily work. These workshops are designed to keep the improvements from your team(s) going.

### **Objectives:**

The goal of these workshops is to implement a Continuous Improvement program that is embedded in the organization.

### **Duration:**

The duration of this service is 3 days divided in time slots in a 1 months' timeframe.

### **Who should attend:**

The workshops are designed for teams that perform the daily production work:

- Team Manager
- Production Team

### **Prerequisites:**

- Team Management for approving the proposals
- Team availability
- Management support for the workshop

### **Workshops set-up:**

This service consists of an intake and two workshops. The intake is used to understand the objectives and reasons for the Continuous Improvement program. The first workshops are to explain Continuous Improvement and to prepare the first proposals. The second workshops are to evaluate the results and to prepare the second batch of proposals.

### **Workshop results:**

After the workshops the following results are achieved:

- The team will work as ONE Team
- The team will understand how Continuous Improvement works
- The team will have improvement proposals to be executed
- The team will have demonstrated Continuous Improvement behavior
- The team will be able to continue with the improvements

## **OTS005: Assessment services**

### **General:**

This service is used during (O)TS002 but can also be used as a standalone service. This service is very useful to understand which skills and capabilities are needed to run Programs and Projects successfully. It also can be tailored to assess your teams on the right skills and capabilities.

### **Objectives:**

The goal is to assess Programs/Projects and/or Candidates and to guarantee the best possible match.

### **Duration:**

The duration of this service is 0,5 day for the assessment. (0,5 day)

### **Who should attend:**

- Program/Project owners
- Candidates

### **Prerequisites:**

- Program/Project owners
- There needs to be a Program/Project and Candidates

### **Assessment results:**

After the assessment a full report will be provided to describe the skills and capabilities for a Program/Project and to understand if possible candidates are suitable for the job.

**OTS006: Implementation services****General:**

This service consists of coaching and guiding the Transformation Manager, Program Manager and/or Change Manager.

**Objectives:**

The goal is to support and coach companies with their Transformation Programs and/or Continuous Improvement Programs and/or Change Programs.

**Prerequisites:**

- None.

## **OTS007: Tailor made In-House Transformation Workshops**

### **General:**

This service consists of a workshop assessing the needs of your company regarding their (Digital) Transformation and thus creating tailor made workshop(s) meeting all the requirements. The outcome will be tailor made workshop(s) which can be used to implement the desired Transformation.

### **Objectives:**

The goal is to create tailor made In-House workshops to achieve the best possible results for your Digital Transformation, Complex Program or Change Program.

### **Duration:**

The duration of this service is 1 day divided in time slots in a 1 week timeframe.

### **Prerequisites:**

- None.

**OTS008: Core Transformation team building Workshops****General:**

This service will build a Core Team which will work as a team or it will improve an existing Core Team that needs to start working as an effective Transformation guiding team.

This service can also be used to create or improve other Core Team(s)

**Objectives:**

The goal of these workshops is to create a Core Team to guide the Transformation on a daily basis.

**Duration:**

The duration of this service is 2,5-4,0 days divided in time slots in a 1 months' timeframe 1 day for the intake and 1,5 days to 3 days for the workshops depending on the team maturity and the requirements.

**Who should attend:**

The workshops are designed for Core Teams:

- Management of the Core Team
- Core Team

**Prerequisites:**

- Team availability
- Team Management representation
- Management support for the workshops

**Workshop set-up:**

This service consists of an intake plus a 1,5 to 3 days workshops.

**Workshop results:**

After the workshops the following results are achieved:

- The team will work as ONE Core Team
- The team will have a deep understanding of the team member's capabilities
- The team will be able to perform tasks better, without misunderstandings
- The team members will trust each other

## **OTS009: Full Transformation Team building workshops**

### **General:**

This service will create a team (Core Team + additional team members) which will work as ONE Transformation Team or it will improve an existing Team to start working as ONE Transformation Team. This service can also be used to create other kind of Team(s)

### **Objectives:**

The goal of these workshops is to create one Transformation Team.

### **Duration:**

The duration of this service is 3-5 days divided in time slots in a 1 months' timeframe 1 day for the intake and 2 to 4 days for the workshop, depending on the team maturity and the requirements.

### **Who should attend:**

The workshops are designed for Transformation Teams:

- Management of the Transformation Team
- Core Team
- The full Transformation Team (Core Team + additional team members)

### **Prerequisites:**

- Team availability
- Team Management representatives
- Management support for the workshops

### **Workshop set-up:**

This service consists of a 1 day intake and 2 days to 4 days workshops.

### **Workshop results:**

After the workshops the following results are achieved:

- The team will work as ONE Transformation Team
- The team will have a better understanding of each team member's capabilities
- The team will be able to perform tasks better, without misunderstandings
- The team will have improvement proposals ready to be decided upon

## **TS010: Program/Project Assessment**

### **General:**

This service will assess 1-2 programs/projects regarding their status within a 4 hours timeframe. It will provide besides a view within ProActive® on the assessed programs/projects, a report showing the improvements areas. Based on this view and report actions can be taken. More programs/projects can be assessed, just add 1-2 programs/projects per time unit of 4 hours. During the assessment we will also use our Program/Project Priority Value Calculator to provide the priority value of the programs/projects.

### **Objectives:**

Revealing the real status of 1-2 programs/projects per 4 hours' time unit and provide a report with improvement areas and the priority value.

### **Duration:**

The duration of this service is 0,6 day and about 1 hour per program/project preparation time.

### **Who should be interested:**

This service is designed for:

- Management

### **Prerequisites:**

- Preparation form fully filled in before the assessment starts.
- 1 hour availability of the program/project manager per program/project during the assessment.
- Management availability for 1 hour to present and explain the results to them.

### **Results:**

This service provides:

- A view within ProActive® showing the real status of the programs/projects
- A report with improvement areas
- The priority value of the programs/projects





**For more information contact us on:**

[info@effectivechanges.com](mailto:info@effectivechanges.com)

<https://effectivechanges.com/services>

<https://proactive.global>