

# Work Simplification

## Course outline

Provided by: Performance Management Consultants – PMC Training



<b>Reference no.</b>	268-26
<b>Duration</b>	2.00 day(s)   12:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/work-simplification/">https://pmctraining.com/training/work-simplification/</a>

### ***Practical Solutions for Overwhelmed Employees***

Our lives are becoming ever more complex. We seem to have more to do and never enough time to do it all. We have practically unlimited real time connectivity, and an expectation that we are contactable 24/7. Much of what is put in place to make our work environment better actually has the opposite effect and adds even more complexity to our workday:

- Endless initiatives to help us do more with less
- IT systems that we need to spend time learning how to use, before they will help us
- Policies, procedures, regulations and legislation to keep us safe, secure and consistent

We find ourselves making more decisions, about more things, with not a lack of information, but with too much information. Emails, news feeds, updates, phone calls, interruptions, the need to search for files, facts and information, and meetings, all contribute to the complexity of our work life. With all of this, how much of our day is truly productive? What can we do?

The answer, while it may seem counter-intuitive, is simplification. Do less to achieve more, slow down to go faster.

This workshop will be highly practical. It will involve drawing on experiences, issues and positive examples from your place of work. You will build your own personal 8-point action plan that you take away and start to work with immediately. The techniques we will cover in this workshop are equally applicable in your home and work environments.

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- The tools to understand where much of the complexity in your work environment is coming from
- The means and confidence to take action and to bring some simplification to your work and your life

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

## Workshop topics

### Where Does Complexity Come From?

- Why and how we create complexity
- Our nature as human beings in creating complexity

### What Does Complexity Look Like?

- The common forms that complexity takes and how they manifest themselves in our workplaces; how do we recognize them?
- The huge amounts of waste that we generate, the self-perpetuating behaviours that keep us unproductive, the myth of 'not enough time', the Box
- The impact of complexity on us, our roles and our organizations

### What Does Simplicity Look Like?

- What we are trying to achieve: how to focus on and achieve what matters
- What our workplace will look and feel like when we have simplification: how to create the conditions in which we can be highly productive

### Creating Simplicity

- Things to start and stop doing that can be applied immediately back on the job
- Finding a good place to start with workplace simplification projects
- Tools that we can use to change the ways we work

### Exploring Your Role in Workplace Simplification

- Why we find it so hard to make change happen
- How you as an individual, at any level in an organization, can take significant steps to bring simplification to your place of work

### Review

- We conclude with an opportunity to explore additional issues, ideas or techniques
- And ask "What will you do next?"

## Prerequisites

There are no prerequisites for this course.

## Who should attend this course?

Anyone who wants to develop their ability to proactively create and achieve a simplified and highly productive working environment.