



WORKSHOP

Daily Accountability Meeting

We help you meeting your business objectives focusing on Lean Office & Management skills

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Daily Accountability Meeting

Who it is for

Managers, supervisors and team leaders looking to improve their organization's performance by developing their advanced management skills.

What it is about

This training course is intended to provide you with a roadmap to understand **Daily Accountability Meetings** from a continuous improvement perspective, aid in individual development, as well as the culture to support it.

Program overview

Introduction –

Are you often asked what is the best approach to ensure continuous improvement efforts are maintained and measured long into the future?

Are you also asked how to make simpler the process of escalating, checking performance, and aligning the full organisation to support company goals and objectives, at all levels?

Some say it is easy to make process improvements in a Lean Office environment, but it is very important not to forget that improvements must be reviewed regularly, and cannot be left to manage themselves after implementation or completion of a project.

Or for your team to slip back into old habits.

Course content –

In this training course, we will cover:

- ✓ The reasons and benefits for implementing the **Daily Accountability Meetings** in a Lean Office environment,
- ✓ Who should attend to lead,
- ✓ Meeting content,
- ✓ Explore some of the key tools and visual aids,
- ✓ Review the type of metrics you should expect to see in a Lean environment,



- ✓ Provide tips and best practices to support you when implementing the **Daily Accountability Meetings**,
- ✓ Communication: Strategies to get your team engaged and how to deal with participation in meetings.

Duration –

This is a 6-hour training course provided at the client's premises.

Upon request, the content of this training course can be split into different chapters and provided through online dedicated sessions.

What is unique about this program

The tools: these are practical tools that have been used in hundreds of assignments by consultants and executives.

The focus on practice: you will be working on real problems from real organisations, including your own.

Contact

For more information and to register, please contact info@lean4u.net or via Skype: live:info_971519



About Lean4U

Why Lean4U

"You are so complicated to do business with!" – How many times inside out have you heard this? This is a fact, the vast majority of companies - either small, medium or large, struggle with simplicity. In other terms, companies lack of this agility and flexibility required to give the customer a good reason to come back and enhance customer advocacy.

Lean4U was born with the intention of truly driving simplicity.

Who we are

The company is NexGen Analytics Italia, a registered consultancy based in Italy. We promote our consulting activity under the logo Lean4U and website www.lean4U.net

The Lean4U leadership team is about multi-language people bringing 20+ years of experience in multinationals in area such as Customer Service, Sales Operations, Supply Chain, Logistics, Processes Excellence and Strategy overall.

What we believe in

"Small steps, big returns, ..." – It's not about making big changes, it's about taking actions driving results, every day.

... with the right talent" – A successful application of Lean starts by understanding that improving methods does not mean that people will automatically alter their attitude towards change. This requires to develop the right talent on your team to accept changes positively.

What we are passionate about

Simplicity! And of course Lean Office, including a high dose of management skills – leadership, communication, emotional intelligence (EI) and coaching being at the top of our list. The combination of the two of them, Lean Office and Management skills, is the path to success.

What we are aiming to

Our reward is to know that we helped you make it happen in meeting your business objectives focusing on Lean Office and management skills, and creating a work environment satisfactory, enriching and rewarding.

What our targeted audience is

From a process perspective, any support functions- or "office-based functions" of any small, medium and large organization such as Customer Service, Human Resources, Accounting, Purchasing, or even Sales & Marketing.

On the management skills area, anyone who understands why creating a great workplace matters and is willing to learn how.