



**Kerr Consulting  
Group, LLC**

*“Setting Direction, Managing Change”*

# Best Practices Program JumpStart™

## ***Overview:***

This intensive, best practice planning program is intended to help organizations identify and take the steps needed to become a Best Practices Enterprise™ (BPE). It employs Kerr Consulting Group's proprietary *BPE Methodology*™ that leads client personnel in the creation of a BPE Action Plan™.

The BPE Action Plan™ is comprised of:

- A prioritized list of the projects and programs needed to institutionalize the Best Practices within the concern;
- A timeline for execution of the projects and programs identified;
- First-cut Project Plans for the highest priority initiatives, and;
- A BPE Administration Program Recommendation that suggests how the enterprise can put the proper controls in place to duly maintain and manage the BPE Action Plan.

Unlike other service offerings, this program uses information provided by participants to create a custom-built Best Practices Program for the client organization.

## ***Goals of the Program:***

- To understand the components of a Best Practices Enterprise™
- To learn a process for implementing a Best Practices Program
- To "jumpstart" Best Practices Program planning and implementation to better meet an organization's long-term strategic goals and objectives

## ***Participants:***

This program is intended for business professionals interested in significantly changing the way work is done within their organizations. Existing strategic planning, business reengineering and/or quality improvement work teams may find the Best Practices Program JumpStart™ particularly helpful in setting an appropriate course of action for their endeavors.

## ***Organization of the Program:***

The program consists of three major elements:

1. Pre-Workshop Baseline Survey (1 Day)
2. BPE Workshop (3 Days)
3. Post-Workshop Recommendation Clinic (1 Day)

The one day of "Pre-Workshop Baseline Survey" is scheduled a few weeks in advance of the "BPE Workshop". The day is dedicated to helping program participants begin to prepare the preliminary work needed for the workshop.

In the "BPE Workshop", participants are led through KCG's *BPE Methodology*™. The heart of which is *KCG's 85 Point BPE Checklist*™ which is used to evaluate an organization's current Best Practices processes. When completed, the firm has the makings of an initial BPE Action Plan™.

The program concludes a few weeks later with a one day "Post-Workshop Recommendation Clinic" which presents the recommendations developed in workshop. It provides a perfect opportunity for addressing any follow-up questions that participants may have had regarding the BPE Program and the recommendations developed for the organization.

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### ***Workshop at a Glance:***

The agenda is as follows:

- Day 1: Welcome and Introduction  
  
Review of Best Practices Enterprise Principles™ and KCG's 85 Point BPE Checklist™  
  
Best Practices Assessment I – Strategic Planning Practices  
Best Practices Assessment II – Information Systems Planning Practices  
Best Practices Assessment III – Project Management Practices  
Best Practices Assessment IV – Business Process Redesign Practices  
Best Practices Assessment V – Communications Practices  
Best Practices Assessment VI – Workforce Inclusion Practices  
Best Practices Assessment VII – Employee Improvement Practices
- Day 2: Review of Baseline Assessment (Checklist Results)  
  
Target BPE Program Discussion / Tutorial  
  
Opportunities Identification Discussion / Tutorial
- Day 3: Review of BPE Opportunities  
  
Implementation Planning I – Project Planning  
Implementation Planning II – Plateau Layout  
  
BPE Administration Discussion / Tutorial  
  
Review of BPE Action Plan™  
  
Summary and Farewell

### ***To Sum:***

The ***Best Practices Program JumpStart™*** provides KCG clients with the training and consulting support they need to build and maintain a Best Practices Program. Kerr Consulting Group also offers on-site BPE consulting services, including project management, team facilitation and Best Practices assessment.

***For more information on this program call or write:  
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