



G.E. WORKOUT WORKSHEET

OVERVIEW

When to Use: To develop a new process, work-out issues in current process in order to overhaul and improve.

Why: To empower team members closest to the problem with the ability to create the solutions to be more efficient and effective.

Ideal Participants: 5-7 team members who are actively working in or impacted by the current process.

Time Needed: 3-5 hours.

THE GE WORKOUT



This a medium effort exercise that will require several your team to prepare and analyze data and then meet to solve a more complex issue within your organization.



QUICK EFFORT

- Requires Small Group of People
- Solves a Smaller Problem
- Doesn't Necessarily Require Data
- Solved in 60 Minutes

MODERATE EFFORT

- Requires Many People
- Solves a Systems/Process Problem
- Requires Some Data & Preparation
- Solved in 3-6 Hours

HIGH EFFORT

- Requires an Entire Organization
- Addresses Fundamental Strategy
- Extensive Data & Strategic Thinking
- Solved in Several Days or Weeks

HOW IT WORKS

- Step One - Clearly Define & Agree on the Problem to Be Solved (1 Hour)**
Discuss and agree on what your organization or team needs to fix, accomplish or avoid. Clearly state your problem and its impact.
- Step Two - Brainstorm (1 Hour)**
Using the grid provided below, brainstorm the possible areas that need to be eliminated (red sticky), modified (blue), created new (green). One idea per sticky, per box on the worksheet. Not all boxes need an idea.
- Step Three - Decide (1 Hour)**
Agree on what MUST BE DONE to solve the problem.
- Step Four - Present (1-Hour Post Meeting)**
Team members present their recommendations to the key leader(s).
- Step Five - Commit & Rollout (Ongoing)**
Document the new process or solution. Take action on those areas that need work to fully implement. Roll it out to the team.

BRAINSTORM GRID

	Under Individual Control	Under Department Control	Under Business Control	Under Customer Control
Policies				
Practices/Beliefs				
Behaviors				
Approvals				
Systems				
Skills & Capabilities				
Wild Card				