

WORKSHOP FACILITATION PLAN

Diesen Moderationsplan habe ich 2012/2013 im Zuge eines internationalen Projektes für einen Automobilhersteller erstellt. Ziel war, Moderatoren für die Arbeit mit dezentralen, weltweit verstreuten Teams zu einer einheitlichen Vorgehensweise auszustatten, um zu einem vergleichbaren und zentral konsolidierbaren Datenbestand im Bereich des Lieferantenmanagements zu gelangen. JK

Dat.	Start	Time	Keyword	Instructions	Objective	Reference
D 1	09:00 am	15 min.	Warm up	<p>Ask the participants following questions: "What are your expectations for today and tomorrow." "What should be the results from your pow?" Give 3 minutes time for each person (not more) and write down their views on flipchart.</p> <p>Then determine the central intent of the workshop. What are your own / your management's objectives for the workshop? How fits the workshop as part into the overall supplier strategy development process?</p> <p>Your reputation will be always on the line when you put together the goals for the strategy workshop. Nothing can destroy the confidence a team has in their leader/facilitator faster than a meeting with a vague agenda, rambling off-point discussions and a weak facilitation. A good facilitator has expertise in the strategy process, can identify the handful of models that are right for the business and can skillfully lead the group through the complex and non-linear path of strategic thinking.</p>	Scene setting. animate the participants to actively cooperate.	<u>Preparation:</u> Make sure, that filled and predefined Excel-Sheet is in place.
	09:15 am	15 min.	Introductory speech	"Just as a recipe provides direction on the ingredients and the instructions for a meal, a strategy workshop provides in a very similar way a good recipe for our business. It combines the ingredients (suppliers, people, material data and research) and the instructions (process, models framework and templates) to cook up a winning supplier strategy."	Content setting. Set framework for strategy workshop, raise expectations	free speech
	09:30 am	45 min.	Q & A – Session 1 1 st Walk through data and material	<p>Intro with: "How did you get along with the templates?" Would you please explain your portion of work?</p> <p>Open 1st Excel-Sheet (as predefined). Let managers guide you through structure. Guide process by putting informative questions like "How did you get these data? What did you do to get evaluations?" and "What were the experiences while getting these?"</p> <p>Participants and their work. Should be in focus during this session. Your role is guidance by putting (open) questions</p> <p>Avoid going too far into detail at this point. The goal is to get common understanding and common overview over the difficulties participants have experienced.</p>	<p>Q & A</p> <p>Common understanding and overview in regard of supplier structure.</p> <p>Appraisal of results reached so far.</p>	<p>Beamer.</p> <p>Excel Supplier Portfolio sheets:</p> <p><++ project specific. ref item no.#></p>
	10:15 am	15 min.		COFFEE BREAK		

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Dat.	Start	Time	Keyword	Instructions	Objective	Reference
	10:30	45 min.	Q & A – Session 2	Open 2nd Excel-Sheet. Let other supplier manager guide you through structure following instructions as described above.		<++ project specific. ref item no.#>
	11:15 am	45 min	J2E SSM Focus Presentation	<p>Instructive presentation: Detailed instructive method instruction, following the complete XXX Sourcing strategy and supplier management workshop material.</p> <p>Go through set of slides. Answer all questions coming up. While emphasizing Supplier Management issues, point out that sourcing strategy issues re planned for next year.</p> <p>Emphasize manager's business acumen. There's a big difference between filling out an Excel template or create a PowerPoint presentation planning and contributing to a live discussion on strategy. The latter requires the ability to effectively listen to others, synthesize facts from different areas and generate new business insights in a real-time setting. There is no better forum to evaluate the strategic capabilities of your managers.</p>	Set focus on J2E goals and material.	<++ project specific. ref item no.#>
	noon	2 hrs		LUNCH BREAK		
	2 pm	10 min.	1st round Brainstorming	<p>Distribute sticky notes (large) among participants and ask them to note individually their biggest concerns in regard of supplier structure</p> <ul style="list-style-type: none"> ➤ What are your three biggest concerns about the current supplier structure in your unit. <p>Give 10 min. to answer the question and announce 5 min coffe break after the brainstorming exercise.</p>	Set focus on strategic impact of the workshop outcome.	Sticky Notes, Flipchart
	2:10 pm	5 min	Coffee Break	During the Coffee break collect and group the answers on the Flipchart or wall. Arrange the stickies into similar and meaningful groups to be discussed after the break.	--	--
	2:15 pm	15 min	2nd round Brainstorming	<p>Distribute sticky notes (use other color) to the audience and ask them to note individually their ideas in regard of supplier structure</p> <ul style="list-style-type: none"> ➤ What are the five best ideas you are planning currently or would like to realize in order to improve the situation and to optimize the supplier portfolio? 	Get ideas for transition & planning.	Sticky Notes, Flipchart

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Dat.	Start	Time	Keyword	Instructions	Objective	Reference
	2:30 pm	45 min.	Evaluation of brainstorming exercise	<p>Go stepwise through the results, give each person time to explain their ideas and give appraisal.</p> <ul style="list-style-type: none"> - Compare the answers, point out what seems common and what is different from your own. - Don't forget to ask participants for already running or planned local projects in context that could affect or conflict with local supplier strategies. - Ask for external constraints, limiting conditions such as legal requirements or market situation. - Don't forget to take a snapshot to have the workshop results documented afterwards. 	Bring Ideas and "as is" in common context.	Stickies, Camera
	3:15 pm	15 min.		COFFEE BREAK		
	3:30 pm	30 min. discussion	Detailed Evaluation of Supplier portfolio "as is"	<p>Open prepared preliminary supplier portfolio ("as is", consolidated version for both business units).</p> <p>Focus on ABC- Analysis discussing following issues:</p> <p>Items to be discussed:</p> <ul style="list-style-type: none"> - Where lies the common ground with these two portfolios? Why do we have different supplier structures? - Should it be harmonized? What are the pros and cons? - Will there be potentially common suppliers in the future? - Will we be able to work with this combined portfolio? <p>At the end of this part should be a decision on how to proceed with the consolidated version of portfolios in regard of consolidation and transition issues for MBUSA as well as MBFS:</p> <ul style="list-style-type: none"> - work with consolidated (single tab) version? - Missing values – how to complete? - Transition decisions – how to document? 	Set ground for consolidated effort.	<++ project specific. ref item no.>

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Dat.	Start	Time	Keyword	Instructions	Objective	Reference
	4:00 pm	1 hr. or as long as required	Detailed Evaluation of Supplier portfolio "as is"	Work in small groups individually to complete missing information in supplier portfolio sheets and to determine/prepare documentation of transition measures (preliminary stage). End: Closing words and outlook on day 2	Work on portfolio quality.	Excel sheets, PowerPoint or Flipchart for documentation. (define as needed)
END OF DAY ONE						
D 2	9:00 am	5 min	welcome	Welcome participants and explain program for the rest of the workshop.	Set framework for day 2	
		10 min.	Wrap up	Wrap up day one: let participants summarize the status of their work.	--	
	09:30	45 min.	Work session	Continued work in small groups on gathering information and Completing the portfolio.	(as described above)	
	10:15	15 min		Discuss status and determine, what has to be refinished after the workshop has ended.		
	10:30	15 min.		COFFEE BREAK		
	10:45	1 hr. - 75 min.	Measures Planning session	(Whole group of Participants) Discuss transition measures (Flipchart), by using the following structure: <ul style="list-style-type: none"> - Name of the measure (2 or 3 words) - Short description (1-2 Sentences) - Preconditions (organizational, financial, legal or other) - Constraints - Timeframe for realization - Responsible. Try to fix two up to four measures. Focus on complete description, lie emphasis more on quality and common understanding than on quantity.	Define preliminary measures.	
	noon		Wrap up and finish	Go back to "Expectations" worksheet from day one and ask Participants to give feedback on how their initial expectations were met. Finishing words: Thank you to participants. Don't forget to define follow – up actions and describe, what will happen with workshop results. Give outlook on future corporate activities.	Wrap up, get feedback.	

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