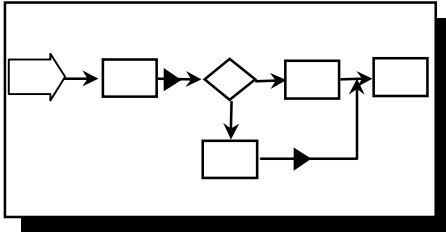




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Building a process cost model

The ValueAdding Training and Support Package



The Training and Support Programme *at a glance*

A specially designed programme designed to build capacity for completing process costing projects in-house. It comprises 2 days of training for up to 12 people with a further 5 days of support for a chosen team of 6 resulting in the completion of a fully operational cost model.

Learning Objectives

In justifying BPR (Business Process Redesign) exercises it is important to know where costs are incurred in any process and what the potential for efficiency gains might be.

This support package develops in-house capacity to build process cost models with which process redesign work can be justified or a business case for change developed. It focuses on facilitating the development of your staff whilst an initial pilot project is conducted and develops the practical knowledge and skills necessary to take these techniques to a wider audience across the Council

This support package will enable delegates to:

- n Identify and calculate total process costs
- n Work out the potential for improvement and quantify the financial benefit for the Council
- n Calculate the unit costs for any individual transaction

Programme Content

Description

Typical support programme sessions are:

- Day 1. Training in the concepts and practice of Rough-cut Activity Based Costing
- Day 2. Exercises and practice using case studies, selection of process for study
- Day 3. Planning and preparing for model building
- Day 4. Assistance with staff interviews or facilitation of a workshop with departmental staff
- Day 5. Developing the financial parameters in the model, reconciling with the General Ledger
- Day 6. Loading data and interview information into the model, generating first conclusions
- Day 7. Testing conclusions and presenting recommendations

Your in-house team

Training over the first 2 days is carried out for up to 12 people. Thereafter we normally work with a team of 6 to complete the first model. The make up of the team should include one person with some knowledge of the Council financial systems and at least one person from the operational area with the process to be studied. Staff from Performance Improvement teams normally complete the team so that they can take these skills to other areas of the Council later on.

Programme Details

- 4 Training on the first two days from 9:30am to 4:00pm
- 4 Support days are agreed at the training and are usually spread over a 4 - 6 week period
- 4 Option to tailor the programme to suit any of your specific requirements
- 4 Price: £6,125 exclusive of venue costs
- 4 Up to 12 delegates can attend
- 4 Course manual included

For more information call: (Tel: 0800 545 600

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