

Plan and Initiate Change Workshop

SERVICE PRESENTATION FOR POTENTIAL CUSTOMERS

WWW.TOVOY.SE, INFO@TOVOY.SE, +46706264022

Plan and Initiate Change workshop

Summary

WHAT YOU NEED

- 2 hours preparation on phone, Skype or in physical meeting (f2f)
- 2,5 full-day workshop physically together with 8 – 25 participants from your organization who can cover all aspects of your company affected by the planned change. Proper facilities to be arranged.
- 3 hours for result presentation and handover (phone, Skype, f2f)
- 1 hour for follow-up after 1 month (phone, Skype, f2f)

WHAT YOU GET

- Workshop facilitation by a team including a senior change leader according to well-proven methodology
- Well documented and structured initial change plan to start executing on covering:
 - ❖ Time Schedule
 - ❖ Resource Plan
 - ❖ Cost Budget
 - ❖ Risks and Risk Mitigation Plan
 - ❖ Initial Action Plan
 - ❖ Execution Process

ABOUT THE SERVICE PROVIDER

Tovoy Solutions is your partner for planning and implementing major changes, such as expansion, reorganization, internationalization, etc. We are your advisor and change manager for your planned changes to be carried out while you can maintain focus on your core business and the profitability of your company. We are and work with specialists in sales, product management, development, finance, personnel issues, communication operations and delivery, logistics and purchasing as well as corporate strategy. We offer advice, coaching and project management of the change project.

It is always good to start with a plan!

Since the personal chemistry and the challenges have to fit, we start with an introductory meeting at no cost. Then we go through your challenges and goals and plan for a 2,5 day workshop together. In the workshop we work together to develop the plan for your change. Afterwards, you decide if we can leave you with the plans as they are or if you desire more help with further steps along the way.

Plan and Initiate Change workshop

Preparation and execution

PREPARATION MEETING

(AT LEAST 2 WEEKS BEFORE "DAY X")

- Before the meeting: No preparation needed
- During the meeting we want to understand from you
 - What kind of Change are you planning?
 - How far are you in planning of the Change?
 - Is the Change sensitive/confidential/controversial?
 - What are the challenges you see?
 - Who are the key functions/persons and who will need to support the change?
- During the meeting we will explain the agenda
- During the meeting we will identify the participants
- During the meeting we will agree on workshop preparation and logistics
- After the meeting you and we will prepare for the workshop

WORKSHOP – PART1: SET THE SCENE

"DAY X"

- Before the meeting: preparation as agreed
- During the meeting: no phone calls, e-mails, stay 100% present – there will be sufficient breaks for this
- During the workshop we follow an agenda, typical example:
 - 12:00 Lunch together
 - 13:00 Start with presentation of participants and the used methodology
 - 14:00 Presentation of the wanted change including the intended purpose of the change
 - 15:00 break
 - 15:30 Presentation (Identification and description) of current situation before change
 - 17:30 Wrap-up of the day
 - 18:00 End of today's agenda, break
 - 19:30 Dinner together as team building

Plan and Initiate Change workshop

Preparation and execution

WORKSHOP – PART 2: UNDERSTAND THE EFFORT “DAY X+1”

- The agenda continues, typical example:
 - 8:30 Start with short re-cap from first day
 - 9:00 Presentation of already existing change plans
 - 10:00 break
 - 10:30 Group work to identify the key challenges of the change
 - 12:30 Lunch
 - 13:30 Plenary discussion of key challenges
 - 14:30 Group work to prioritize the key challenges and work on an activity plan (this time slot includes a 30 min break)
 - 17:00 Re-gathering and wrap-up of the day
 - 17:30 End of today’s agenda
- You have the evening with your team off or for your own disposal
- The facilitators will use the evening hours to compile a temporary plan for presentation in the morning next day

WORKSHOP – PART 3: DEVELOP THE PLAN “DAY X+2”

- The agenda continues, typical example:
 - 8:30 Start with short re-cap from second day
 - 9:00 Presentation and discussion of aggregated plans from yesterday
 - 10:30 break
 - 11:00 Group work to identify effort, resources, lead-time, etc. for key activities
 - 12:30 Lunch
 - 13:30 Plenary discussion of aggregated plan
 - 14:30 Group work to identify main risks and mitigations
 - 15:00 break
 - 15:30 Present and discuss the risks in plenum
 - 16:30 Wrap-up and evaluation of the workshop
 - 17:30 End of the workshop
- The facilitators will take all the material with them for consolidation purpose
- If you have a project leader for this change appointed the change leader is welcome to actively join the post-workshop work.

Plan and Initiate Change workshop

Consolidation and initiation of the change project

RESULT PRESENTATION (USUALLY 1 WEEK AFTER THE WORKSHOP)

- Before the meeting: No preparation needed
- During the meeting we will present to you a proposal for a change plan
 - Time Schedule
 - Cost Budget
 - Resource Plan
 - Risk Management and Risk Mitigation Plan
 - Execution Process
 - Initial Action Plan
- During the meeting we discuss the plan with you in order to enable you to understand and execute the plan
- During the meeting we will listen to and try to answer your questions
- After the meeting you are welcome to discuss eventual further help needed

FOLLOW-UP MEETING (USUALLY 1 MONTH AFTER PRESENTATION MEETING)

- Before the meeting: please prepare a short presentation about your change project. What have you achieved so far in terms of
 - Initial Action plan and Time plan
 - Allocated Costs and resources
 - Eventual Risks or major other changes occurred
- Before the meeting: please also prepare a short evaluation according to a questionnaire we will provide you with
- During the meeting we want you to present the prepared project presentation and we will ask a few questions that should help you in your future with the project
- During the meeting we also want to encourage you to ask your questions and we will try to answer them

Tovoy Solutions - THE CHANGEMAKER

Our 3 main domains

Mergers & Acquisitions

- Due Diligence
- Integration Design
- Integration Lead
- Separation Design (Carve Out)
- Separation Lead
- TSA (Transactional Services Agreement) Management
- Post Merger Integration Methodology
- Carve-Out Separation Methodology
- Succession

Change Management

- Lectures
- Coaching & Mentorship
- Methodology
- Business Modelling
- Change Execution
- Interim Management
- PR & Communication

Startup & Investment

- Solutions for Startup and Expansion
- Business Coach
- Board Membership
- M&A execution
- Crowdfunding
- Export



The Change Maker

Change Project Management Execution Experts - this is the short version of our offering. By focusing on leading the execution part we assure that you get the job done and we assure that you get it done with quality.

www.tovoy.se, info@tovoy.se, +46706264022