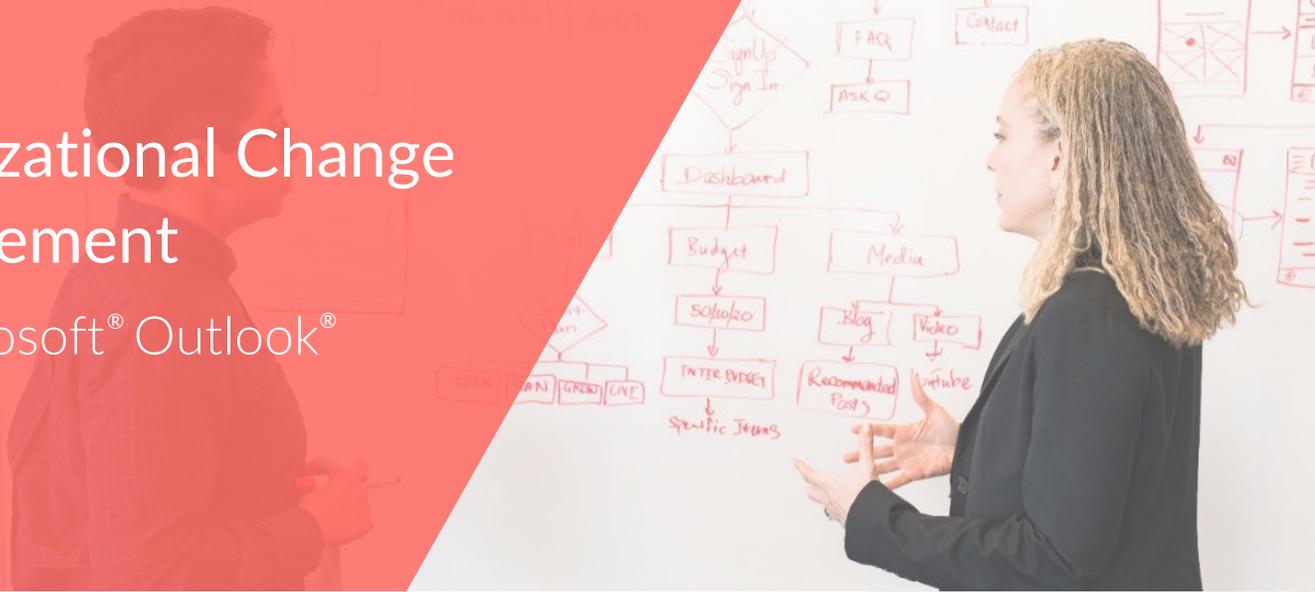


Consulting

# Organizational Change Management

For Microsoft® Outlook®



## OCM is All About Sustainably Getting the Right Things Done

Our Organizational Change Management (OCM) for Microsoft Outlook curriculum provides top to bottom change management methodology for organizations with users seeking to drive sustainable change, make measurable improvements to their productivity and focus, and increase performance by blending theory, tools, and behavioral change.

This program is unique in that McGhee Productivity Solutions provides practical application that supports participants in creating an immediately implementable approach to using Microsoft Outlook to manage their daily workload. Organizations implementing the OCM package for Outlook will experience sustainable productivity and long-term satisfaction with Outlook, and a will have a framework for lasting success for using the tool even as new associates and strategies are added to the environment.

*“At the end of the day I was exhausted, excited, and amazed about what I had learned. Not only about the practical application of Outlook in my life, but how easy it has become to achieve the claims they made. It has changed how I do business with my clients, how I interact with my family, and how I have been able to reduce the stress in my life.”*

-Clint Larson, 303Tech

### Challenges

-  Inability or difficulty managing objectives and key projects
-  Lack of alignment among team or department members
-  Ineffective communication methods and practices
-  Congested and overwhelming email inbox

### Results

-  Establish personal and professional boundaries to support productivity
-  Clear standards and guidelines for everyone on the team to adhere to
-  Streamlined communication, resulting in fewer emails, meetings, and interruptions
-  Implement an effective and proactive approach to email

## OCM for Outlook Curriculum

### Productivity & Performance

This program enables Microsoft Outlook users to make measurable improvements in their personal productivity by blending theory, technology, and behavioral change. This program provides practical application that is immediately implementable. By the end of the session, participants will experience a renewed sense of control with their most important objectives, projects, and tasks. The result is more focus, relaxation, and a greater emphasis on work-life balance.

### Governance for Microsoft Outlook

This program enables teams to cooperate and work together to support the most important strategic goals using Microsoft Outlook. Optimizing and standardizing Outlook workflows across teams reduces ineffective approaches and sets the foundation for a broader culture of productivity. Creating Outlook culture change starts with leaders and key stakeholders aligning on specific protocols that make the biggest impact on the team or division's workflow management and goals. By standardizing procedures related to workflow, this program fosters a more efficient culture with better communication and higher goal achievement. This scalable program helps to create sustainable behavioral changes that increase productivity with Outlook.

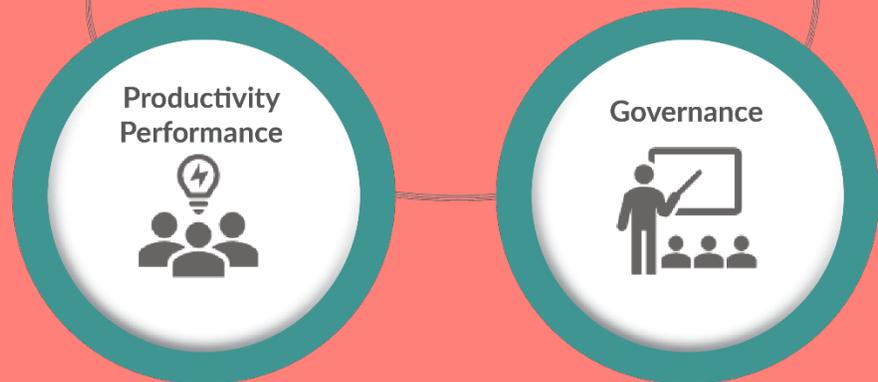
### Previous Participants Found:

**93%** decrease in the amount of emails within their inbox

**33%** Increase in managing calendar tasks to align with objectives and goals

# OCM for Outlook Phases and Framework

Assessment → Alignment → Org. Readiness → Governance → Adoption → Sustainability →



**Phase 1: Assessment & Outcomes** - confirm client goals and outcomes, interview key stakeholders, conduct client assessment on org status and readiness

**Phase 2: Alignment** - confirm leaders, sponsors, and stakeholders responsible for change management with Outlook, then book meetings to setup alignment and accountability on the project.

**Phase 3: Organizational Readiness** - create internal communication plan around the changes, and clarify end user outcomes and scenarios

**Phase 4: Governance** - agree upon Outlook usage standards and guidelines, then pilot new system with user group for effectiveness. Optimize governance based on pilot group feedback

**Phase 5: Adoption** - rollout of training courses on usage of MS Outlook based agreed on governance standards and desired outcomes in phases 1-3

**Phase 6: Accountability & Sustainability** - accountability plan set, post accountability survey dates determined, and summary and sustainability plan in place

Contact MPS today to learn how you can sustainably gain back time to focus on things that matter most!