

Appreciate  
the beauty  
around us

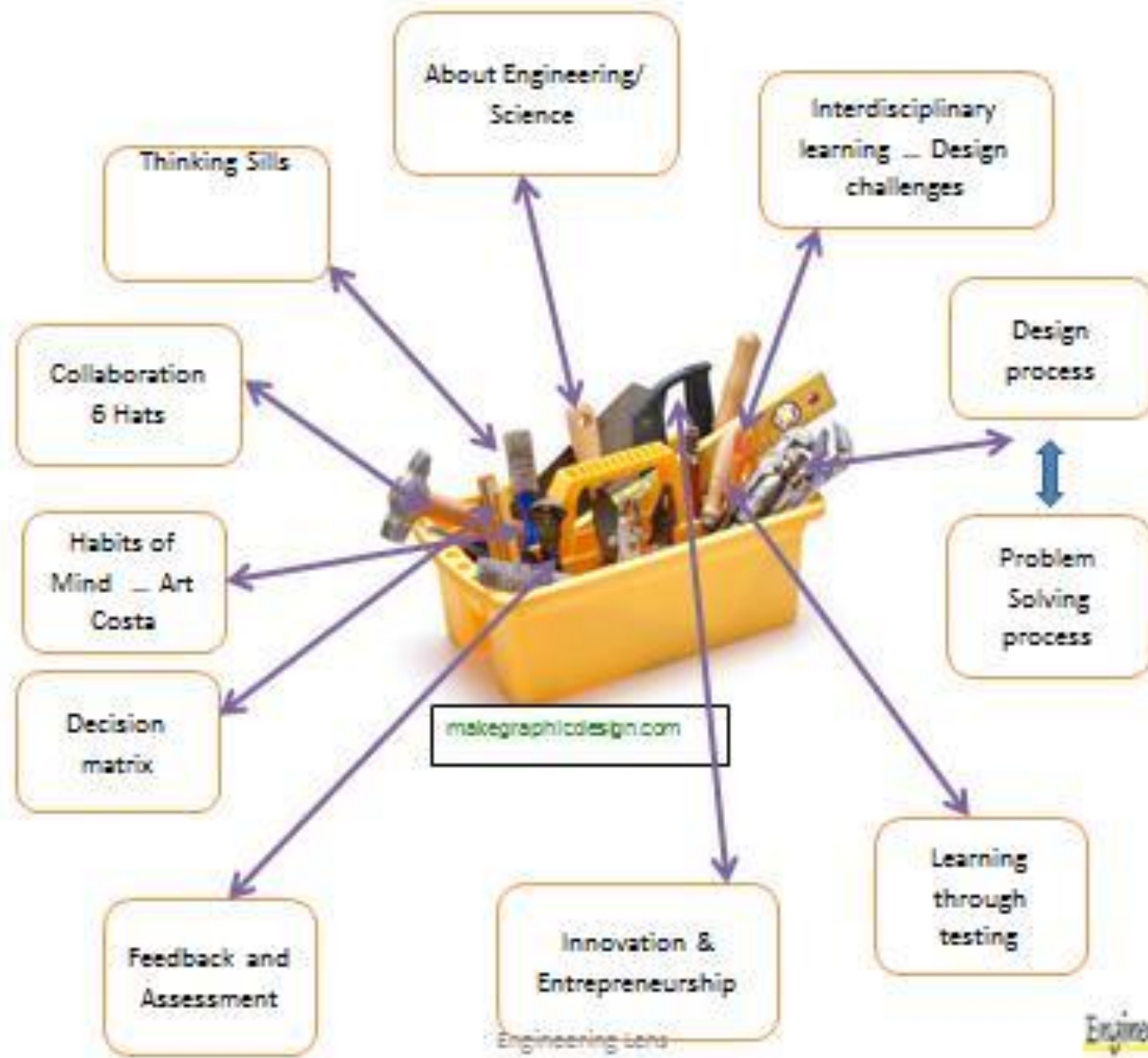
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# Tools

## **Cognitive Tool kit for Corporate Design**

# Tools of the Mind

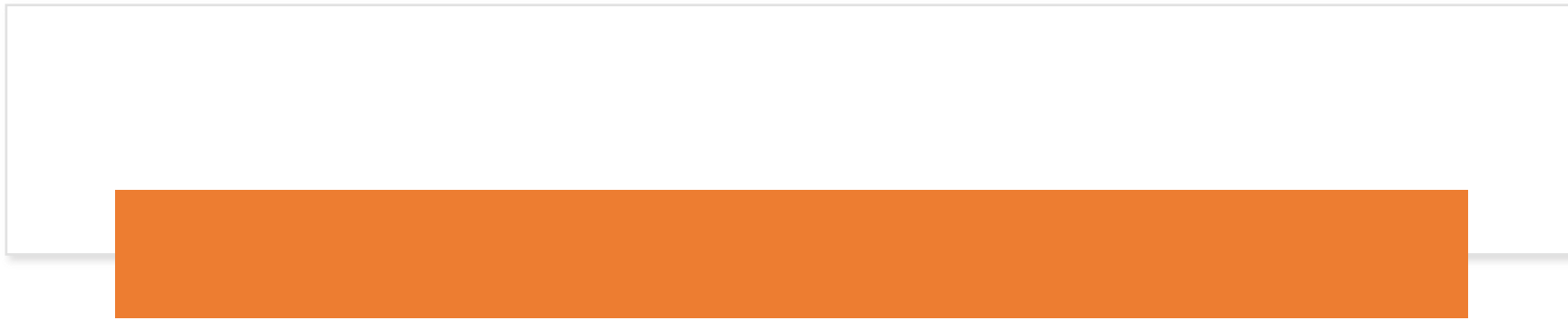


# Project Academy, Inc



- Non-profit ... MA State
- 501-C-3 IRS status





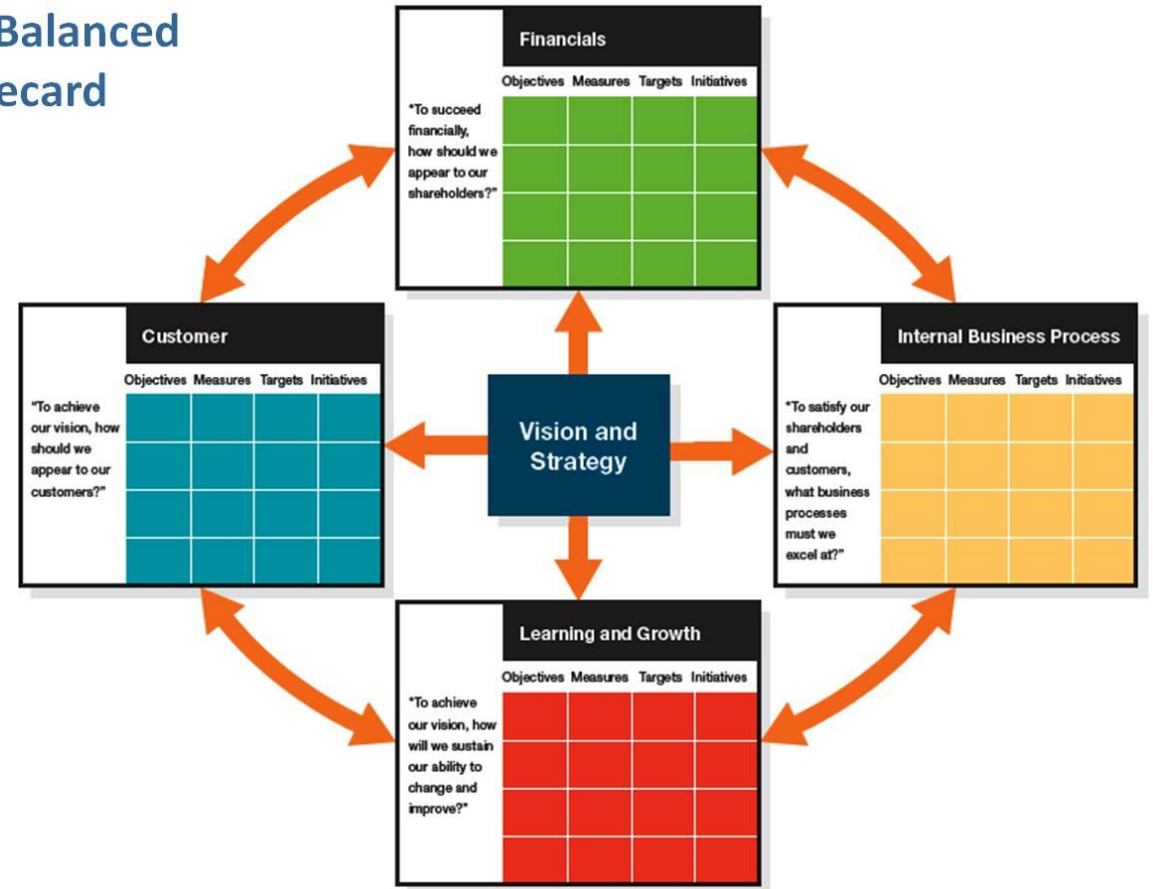
<b>Planning/ Gantt charts</b>	<b>Info-Mapping, Process mapping</b>
<b>Process Design</b>	<b>Scared Skills</b>
<b>Time Management</b>	<b>Communication Tools</b>
<b>Learning Process</b>	<b><u>Digital Literacy</u>: Integrating skills using digital skills</b>



# Balance Scorecard ... Measurement

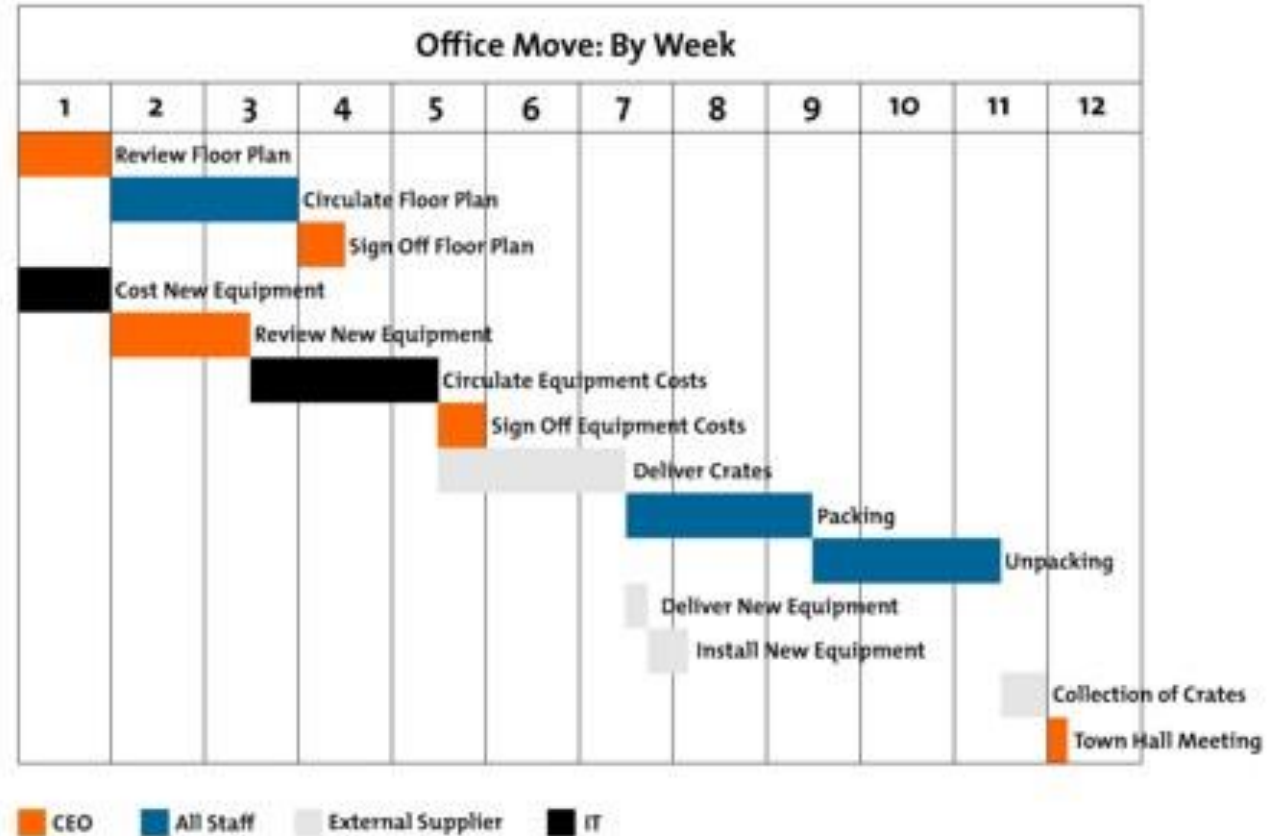
Financials	<ul style="list-style-type: none"> <li>updates on facilities,</li> <li>appropriate replacement of school equipment</li> <li>updating of the school facility</li> </ul>
Internal Education Process <i>To improve our processes, how should we appear to our shareholders and customers?</i>	<ul style="list-style-type: none"> <li>coordinated and unified programs for teaching staff development</li> <li>Innovation in delivering education modules, services, and programs.</li> </ul>
Learning and Growth <i>To achieve our vision, how will we sustain our ability to change and improve</i>	<ul style="list-style-type: none"> <li>Play</li> <li>Ownership by students</li> <li>Engagement</li> <li>Project base learning</li> <li>Assessment strategy for learning</li> </ul>
Customer ... Internal; External <i>To meet our vision, how should we satisfying our customers.</i>	<ul style="list-style-type: none"> <li>External stakeholder perspective, the benchmarks that the manager can most likely use are student access and success, outreach, marketing, and connections to the academic communities.</li> <li>In the internal stakeholder perspective, the manager may include effective communication, secure and safe campuses, and integrated planning and performance measurement.</li> </ul>

## The Balanced Scorecard



# Gantt Chart / Planning

**Planning** is the process of thinking about the activities required to achieve a desired goal. ... It is the first and foremost activity to achieve desired results. It involves the creation and maintenance of a **plan**, such as psychological aspects that require conceptual skills.



# Info-Mapping, Process mapping

## Before and After Examples

**Reorganization of the company**

To: All employees  
 From: Oliver Castle, President  
 Subject: REORGANIZATION OF THE COMPANY


As you well know, our company has had considerable difficulty this year with the stalled economy, inflation, with the labor difficulties we've had at several plants, and with the development of our new products, especially in the home products system. This situation has forced the management team to assess our entire company and its operations with a view to finding a better way to organize it for improved profits and long-term efficiency.

Some of our departments have been growing and shrinking without much rhyme or reason, and before this occasion we had not made the effort to take a really hard look at what we were doing. Instead, we were patching things here and there with the aim of eliminating duplication when we could and pulling together groups that belong together functionally.

Now we are announcing a major reorganization to take effect on 18 January. We will announce the details on 12 January including dates when new managers will hold meetings with various employees to whom the information is pertinent. We will also, at that time, distribute a complete schedule setting forth who will be working for whom. In the meantime, we are announcing the following changes so the managers in charge of the affected divisions and departments can prepare for the reorganization.

Charles Jones will assume duties as Director of the new Products Division, leaving his present post of Manager of Office Supplies. Janice Moreland will move from Vice President for Research to Vice President for Operations. Jack Spotter will be the new head of the Research Department, moving from his position as Assistant Vice President for Operations. Max Richardson is leaving his post as Assistant to the President to fill the position of Assistant Vice President of Operations. Marilyn Belt will become Director of the new Home Products Division, which used to have only project status. These changes in department managerial positions will take place on 5 January. Current Assistant Directors will remain in their positions at that time unless otherwise notified.

Then, on 12 January, changes at the level of Assistant Directors will go into effect. Jed Franklin and Marsha Zettone will become Assistant Director of Office Products and Assistant Director of Home Products, respectively, from their current positions as Assistant Director of Finance and Director of Budgeting. The staffs of these departments will be notified by email notification from their managers about whether they will be moving to new departments or staying in their current departments. In most cases there will be no change; we are trying to keep as many departments intact, with experienced staff, as possible.



**Reorganization of the company**

To: All employees  
 From: Oliver Castle, President  
 Subject: REORGANIZATION OF THE COMPANY

**Background**

As you well know, we have had considerable difficulty this year with:

- the stalled economy
- inflation
- labour difficulties at several plants, and
- development of our new products in the home-products systems.

**Management changes**

I am announcing the reorganization of the company and establishment of a new Home Products Division. The new positions are described in this table.

Name	Previous Position	New Position
Charles Jones	Manager, Office Supplies	Director, Products Division
Janice Moreland	V.P., Research	V.P., Operations
Jack Spotter	Assistant V.P., Operations	Director, Research
Max Richardson	Assistant to the President	Assistant V.P., Operations
Marilyn Belt	Assistant to the Plant Manager	Director, Home Products Division (new division)
Jed Franklin	Assistant Director, Finance	Assistant Director, Office Products
Marsha Zettone	Director of Budgeting	Assistant Director, Home Products


**Email notification of staff changes**

The managers of these departments will inform their staffs via email if they will be moving (with their manager) or staying in their current departments. In most cases there will be no change; we are trying to keep departments intact, if possible.

**Effective dates**

The effective dates for these changes are listed below.

Date	Change
January 5	Changes in Corporate Officers and Division Chiefs
January 12	Changes in Assistant Director of details of reorganization
January 18	Reorganization takes effect

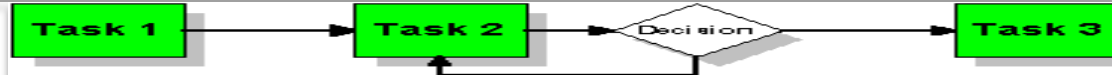




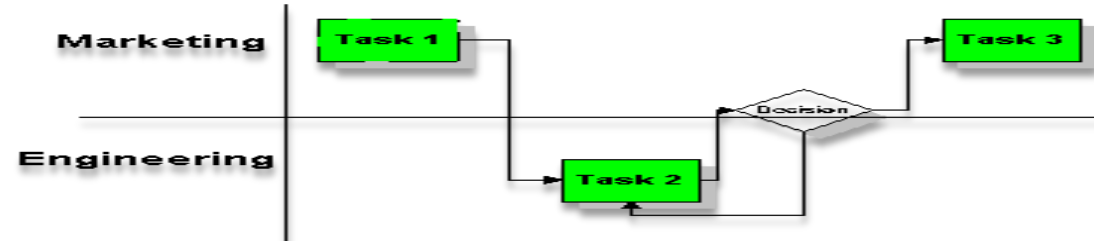

# Process Design

Process maps can take a few different forms. Shown below are two common types that all you to document the process flow

## Standard map



**Deployment map.** This allows the adding of functional groups to the map



For each of the elements of the map, you need to define the attributes that are governing what happens in these functions.

Task #	Task Description	Entry Criteria	Exit Criteria	Organization
task 1				
task 2				
decision				
task 3				

## Title of Business Process Portion that this represents

Description of Function: \_\_\_\_\_

### Actions:

- List of actions that are done during this phase

### Deliverables:

- List of deliverables that are done during this phase

**Primary Responsibility:** organizations, people who are responsible for this portion



# Scared Skills

Sacred thoughts	Elements
<b>Wisdom:</b> good decisions and taking the path that provides value to all (society)	Thinking skills (creative, critical, system), SEL learning, Decision making, Reflection, Innovation
<b>Community:</b> People and relationships count	Listening skills, communication skills, teamwork, Interpersonal skills, Relationship, Measurements,
<b>Social justice:</b> leaving the world a better place than you found it	Problem solving skills, Positive outlook, Curiosity, Process skills, Executive functions
<b>Purpose:</b> Sense of direction that you achieve, the goals you set	Put first things first, Pro-active outlook, Begin with the ends in mind, and Win-win for all, Time-management, Project planning



# Time Management

- Set Goals; Be positive, Personal, and Possible
- Prioritization... Important, Urgent
- Create a To-Do List ... Specific, Measurable, Achievable, and scheduled.
- Look at the 80/20 Rule (Pareto's Principle) ... 80% of your results come from only 20% of your actions
- Prioritization of your goals
- Being Assertive ... Being able to say No at times
- Planning Wisely ... using a notebook



# Communication Tools Information exchanged between two people

- Non-Verbal
- Written
- A technique for expressing ideas effectively (as in speech)
- Flow Map



# Learning Process

<b>Definition:</b>	Thinking does not occur spontaneously but must be evoked by problems and questions or by some perplexity; confusion or doubt ... <i>John Dewey</i>
<b>Culture of the word</b>	Learning takes time and patience. It is a process — a journey. A self - directed learning process is arguably the most powerful model for facilitating and inspiring individual, group and organizational learning and development.
<ul style="list-style-type: none"><li>•Collaborating in groups, they had to seek out and define a problem by engaging in empathy.</li><li>•Rather than produce a single answer, they had to ideate to uncover lots of possible solutions.</li><li>•They had the opportunity to get feedback from other groups and then revise their ideas</li><li>•Crafting a 30-second "elevator pitch" to share their final design concept.</li></ul>	



# Project Management

- developing a shared mission and objectives,
- organizing work, planning and follow-up
- developing competencies,
- driving innovation, customer needs
- coordinating with others teams
- managing performance— measurements



# Digital Literacy: Integrating skills using digital skills

- Problem solving using Technology
- Computers and Mobile Devices
- Inaction basic tools ( Email, Word, Spreadsheets)
- Data Security & Safety
- Data Ethics

