



Most Efficient Organization

*A 3-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!
24 CPEs; 2.4 CEUs*

Course Description:

This workshop provides a step-by-step approach to building a lean, effective, high-performing organization using proven methodologies and practical tools. Participants will learn how to apply organizational analysis, business process reengineering, and efficiency studies to streamline operations, improve communication, enhance effectiveness, and eliminate waste.

Throughout the course, you'll gain hands-on experience analyzing your organization's current processes, identifying areas for improvement, and implementing innovative strategies to maximize efficiency and effectiveness. From baselining your organization to designing optimized workflows, this workshop ensures you have the skills to drive measurable improvements in government operations.

All attendees will receive a detailed handbook outlining the MEO process step-by-step and a comprehensive MEO Digital Toolkit. This toolkit includes templates, schedules, flow charts, checklists, forms, and resources to assist you in applying what you've learned to your organization.

Learning Objectives & Topics Covered in this Workshop:

- Developing an Efficient and Effective Organization
 - Learn practical, step-by-step methods to plan and build an optimized organization that meets the demands of a government setting.
- Analyzing and Baselining Your Organization
 - Systematically analyze your current operations to identify inefficiencies and hidden cost while mapping opportunities for improvement.
- Enhancing Processes and Resource Utilization
 - Explore innovative approaches to streamline workflows, improve resource allocation, and implement cost-saving measures.
- Performance Work Statements (PWS) and Organizational Design
 - Understand how organizational needs are reflected in the PWS and use it as a guide to design effective structures and processes.
- Innovative Ideas and Strategies
 - Develop innovative strategies, workflows, and position descriptions tailored to the unique requirements of your organization.
- Optimizing Staffing and Resource Allocation
 - Utilize advanced tools to design staffing models, analyze resource needs, and reduce costs while maintaining high performance.
- Building a Strong Organizational Structure
 - Design optimal organizational structures, facility layouts, and workflows that support operational excellence.
- Documenting and Evaluating the MEO Study



- Learn how to document your findings and strategies thoroughly and ensure they withstand internal and external review.
- Learning from Real-World Examples
 - Gain insights from lessons learned in other government organizations and apply them to your initiatives.