

Needs Assessment



WORKSHOP

8:30-9:00 AM	REGISTRATION (Coffee/Tea Provided)	12:15-1:15 PM	LUNCH (Provided)
9:00-10:00 AM	INTRODUCTION JME COMPANY PHILOSOPHY <ul style="list-style-type: none"> • Company Profile & Mission • OFIO Defined REVIEW THE THREE STEP PROCESS <ul style="list-style-type: none"> • Analyze, Strategize, Attack NEEDS ASSESSMENT OVERVIEW <ul style="list-style-type: none"> • OFIO Philosophy • Theory & Benefits of Performing the NA • Structure of the Process IDENTIFYING THE CAUSES OF CLUTTER <ul style="list-style-type: none"> • Three Level Diagnostic 	1:15-2:30 PM	NA- GATHER YOUR THOUGHTS <ul style="list-style-type: none"> • Purpose • Techniques
10:00-10:15 AM	BREAK	2:30-2:45 PM	BREAK
10:15 AM-12:15 PM	NA INTERVIEW PROCESS <ul style="list-style-type: none"> • Information Gathering Theory • Structure • Technique NA "CONDUCTING THE TOUR" <ul style="list-style-type: none"> • Purpose • Tour Techniques • Time Estimating 	2:45- 5:00 PM	NA-HOW TO PRESENT THE PLAN <ul style="list-style-type: none"> • Address the Four Deliverables • Plan of Action • Closing the Deal
		5:00-5:15 PM	PREPARING FOR A SUCCESSFUL NA <ul style="list-style-type: none"> • Tools • Pacing the Assessment
		5:15-5:30 PM	FIELD EXERCISE & FOLLOW-UP COACHING CALL OVERVIEW WORKSHOP REVIEW, CLOSING THOUGHTS