

Business Simulations™ The Series



Self-Scored

Team Development

In the business world, the use of simulated scenarios allows managers to practise making real life decisions without the anxiety of putting real money on the line.

Realistic business simulations challenge teams to solve specific on-the-job or management problems. The format not only teaches effective problem-solving and consensus decision-making skills, but also improves participants' understanding of business situations and strategies.

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The Process

The Series consists of five interactive exercises designed using a process of "discovery-through-enquiry" which allows people to examine issues and make decisions for themselves. This has proven to be a vital part of attitude and behaviour change. Each exercise presents a business "problem" and challenges participants to either rank-order or make the best choice from a number of tasks essential to solving that particular problem. This process involves individual idea generation and decision-making, followed by team discussion and decision-making on the same issues. (Ideal team size is five people).

Individuals are then provided with the opportunity to compare their own responses with the performance of their team as a whole. In the process, they discover for themselves the value of group consensus problem-solving and learn to function effectively as members of a team. By sharing thoughts with others, work groups will find creative and effective solutions rather than simply reacting to problems as they arise.

Results

These simulations give participants the necessary skills to manage situations effectively, no matter the setting. In particular they:

- Teach creative problem-solving skills
- Provide lessons in rational thinking and objective analysis
- Improve planning and goal-setting
- Develop effective interpersonal and communication skills
- Encourage participation, trust and commitment in work groups
- Increase the quality and acceptance of team decisions
- Develop effective management styles and leadership skills
- Enhance team productivity

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Series

Meeting Effectiveness Situation™

1½ to 2 hours

This simulation challenges participants to rank-order the steps involved in planning, organising, conducting and concluding an effective meeting. Participants become familiar with the basic activities of managing a meeting, and learn the rationale behind each of the activities. The process enables them to understand and practise the behaviours and skills that contribute to effective group problem-solving and decision-making.

Turnaround™

4 to 5 hours

Achieve excellence in personal productivity. Firstly as individuals, then as a team, participants work to reverse the climate and fiscal situation of a failing manufacturing plant.

Survival of the company depends on the team's ability to make decisions in six key areas:

- Assumptions & Values
- Problem Identification
- Establishing Objectives
- Action Steps
- Approach to Management
- Feedback & Communication

Based on actual case studies and research with 400 real management teams, Turnaround™ strengthens a manager's ability to work effectively as a team member. The Leader's Guide provides extensive information for facilitating Turnaround and relating it to various management theories.

Project Planning Situation™

1½ to 2 hours

Design and implement a special project. Participants determine the correct sequence of 16 steps in successfully planning, organising, implementing and controlling the project. This exercise is appropriate for use with virtually any team. The Leader's Guide provides the correct sequence and rationale, guidelines for using the exercise, and a research report.

Par Excellence™

2½ to 3 hours

A golf game is the setting for this fun exercise that assesses individual and "ideal" management styles. Participants work their way through two inventories structured as an 18 hole golf course. Task skills comprise the front nine and people oriented skills the back nine.

At each hole participants choose one of 4 responses to a management situation. As a team, members must reach consensus on the most effective technique in each situation. The inventory can also be used to evaluate how the organisation, or a particular department, is managed. The group can then come to agreement on the ideal and devise an Action Plan to develop the skills needed to approach that ideal. A Debriefing Guide is also available to help managers understand the implications of their behaviour.

Materials

Participant Booklet and Worksheet are printed on No Carbon Required paper to aid the scoring of the exercises. Two sheets are glued together with the outside sheet containing all the information participants need to solve the problem and the inside sheet has the answers and a de-brief. Participants do not separate the sheets until teams have completed their ranking.

Leader's Guide supplies all the information needed to facilitate a development programme incorporating a particular business simulation. In addition to facilitation procedures, it includes approximate time frames for activities, suggestions, carefully explained options, and helpful hints designed to contribute to the success of the programme.

Observer's Guide provides a structured, efficient method of assessing group processes and presenting feedback. Individuals are specifically assigned to watch simulation groups in action and provide objective and constructive feedback on the quality of the group processes taking place.

Applications

Clear, concise and easy to administer, each simulation is designed to be facilitated by team leaders, supervisors, managers or training specialists. Effective as a short icebreaker or as the focus of a half-day training programme, the simulations are versatile exercises that can be used to achieve a variety of performance goals. How it is used will depend on the needs of the organisation for which the training is being conducted.



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