

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

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Our Services > Management Consulting > Organizational Development

HELEN J. WYTHE & Associates conducts reviews of Organization's operations which can then lead to various initiatives designed to improve effectiveness and efficiency.

HELEN J. WYTHE & Associates assessment will:

- assess the strengths and weaknesses of the Organization's current operations;
- identify and develop corrective strategies for management problems;
help the Organization clarify its goals and develop plans for achieving both short-term and long-term goals; and
- assist the Organization in establishing efficient systems for operations and programs.

Because each organization is different, *HELEN J. WYTHE & Associates* will work with Senior Management and staff to tailor the assessment process to ensure that the review best addresses the unique needs of your organization.

It is beneficial for any organization to have an analyst from the outside periodically review its organization, operations and management practices and take the entire staff complement through a process of looking inward. This is important for Organizations as Management and staff are continually being asked to do more with less and this requires improvement in the productivity and effectiveness of the teams.



Specific benefits to the Organization from the process can include:

- increased staff productivity through the identification and elimination of time-wasting processes or activities;
- improved service to constituents through improved processes;
increased staff teamwork and commitment to the office; and
- reduced staff turnover rates and increased morale within the Organization.

*Creating productive individuals, teams, workplaces,
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This Assessment Process will involve a review with the following steps:

1. Meeting with Senior Management to ensure that they understand and are comfortable with the review process and that objectives and expectations for the review are agreed upon.
2. Introducing *HELEN J. WYTHER & Associates* to the staff. The Senior Management explains the purpose of the review and the consultant will discuss the review process. Staff will be asked to speak with the consultant on an individual and confidential basis about their views of the organization's operations.
3. *HELEN J. WYTHER & Associates* will conduct individual, confidential interviews with the entire organization management and staff.
4. Augmenting the information from the staff interviews with additional data gathered from: (a) development, distribution and analysis of a written survey to all staff to measure the organizations strengths and weaknesses; (b) further analysis of those specific systems and practices identified as the sources of challenges.
5. Presenting the findings to the organization in a written report and oral briefing at retreat.
6. Facilitating the formulating of an action plan to implement recommendations which Management and staff have created. This plan may include items such as: developing a strategic plan, reorganizing management responsibilities or staff functions, improving communication and coordination, and revamping office systems in need of improvement (e.g. budgeting, scheduling, casework, mail).
7. Implementing changes and developing mechanisms for tracking progress on the implementation of these changes.

HELEN J. WYTHER & Associates approaches every assignment without preconceived notions or any formula for how the organization should do its work. There is simply no "one right way" to manage an organization. Practices that work in one office may be unworkable in another. Consequently, recommendations are tailored to address the specific needs of the organization. They take into account the management style, the specific problems now facing the Organization, the present and anticipated demands confronting it, the needs of clients, and the culture of the office -- the informal rules and values that shape how work is performed in an organization.

For further details on the design and facilitation of an Organizational Development session, please e-mail us at info@hjwythe.com.

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