



مؤسسة الكويت للتقدم العلمي  
**Kuwait Foundation**  
for the Advancement of Sciences  
*Established 1976*

Competencies that  
are addressed/developed:

### Primary Competency Categories:

- **Adaptability—**  
Open-minded. Demonstrates flexibility when faced with changes at work.
- **Change Management—**  
Seeks opportunities to redirect self, others, and the organization to achieve results.
- **Creative Thinking—**  
Incorporates existing ideas and new ideas to resolve issues and capitalize on opportunities.
- **Vision—**  
Future-oriented. Develops an exciting picture of what could be.
- **External Awareness—**  
Sees things from multiple points of view. Keeps up to date with issues that affect responsibility.
- **Interpersonal Skills—**  
Displays a consistent ability to build solid relationships inside and outside the organization.
- **Decision Making—**  
Obtains and understands facts, weighs risks, and objectively prioritizes alternatives.

### DATE

June 2nd-4th, 2015  
9.00-14.00  
(3 Days)

# Introducing & Driving Innovation Forward

## OVERVIEW

Many people don't feel they are creative, so helping people see opportunities for innovation in both breakthrough leaps and continuous improvement can generate new ways of thinking. Key concepts to do this include creating idea fluency, applications of red and green light thinking, and using group participation to apply an innovation process.

Current leaders or future ones tap into the power of human potential. They accept that they alone do not have all the answers, customer knowledge, and new ideas needed to move an organization forward. The Innovation Process moves a leader through the steps necessary to turn vision into reality. This process applies where innovation and better methods of doing things are needed.

After completing this workshop, you will be able to identify and encourage idea fluency and facilitate an Innovation Process that moves from possibilities to solutions, essentially to how to establish and maintain a robust, "Innovation" culture in our Organizations.

## WHO SHOULD ATTEND

- ❖ **Middle and Entry Management Level** employees that want to better understand what "Innovation" is all about and explore the tools and processes to make it a reality.



## WORKSHOP OBJECTIVES:

- ❖ Develop an "Innovation Culture" in your Organization
- ❖ Become proactive instead of reactive in Change Management
- ❖ Recognize and encourage idea fluency
- ❖ Facilitate an "Innovation Process" for problem solving and continuous improvement
- ❖ Create a safe environment for the exchange and flow of ideas
- ❖ Get employees to buy into the Organization's goals
- ❖ Give people a sense of ownership in their jobs
- ❖ Conduct worthwhile performance reviews based on an "Innovation Culture" embedded in the Organization
- ❖ Delegate efficiently project items/tasks
- ❖ Run meetings to expose and monitor Innovation Projects' effective application

## DETAILED SYLLABUS:

### Session One: Innovation Process & Productive Meetings

- Module Objectives
- The Innovation Process
- Circles Exercise
- The Thinking Mechanism
- Driving Innovation
- The Innovation Process
- Building Group Participation
- Absolute Criteria Matrix
- Desirable Criteria Matrix
- Innovation Application Project
- Team Communication
- Team Communication Commitment Form
- Team Meeting Agenda
- Team Meetings
- Making Formal Presentations
- Plan, Prepare, Practice, Present
- Presentation Follow-up
- Presentation Planning Form
- Driving Innovation
- The Innovation Process
- Performance Process
- Exercise: Affinity
- Exercise: Key Result Areas
- Suggestions for Completing Your PRD
- Performance Results Description—1st Draft
- Exercise: PRD Application Project
- Monthly Project List
- The Performance Appraisal Meeting
- Performance Appraisal Guidelines

### Session Four: Productivity through Focus

- Module Objectives
- Alignment
- The Power of Vision
- The Mission-to-Reality Flow
- The Magic of Habits
- Activities
- The Wheel of Life
- Managing Time
- The Pareto Principle: The 80/20 Rule
- Saving Time
- The New Business Reality
- Tyranny of the Urgent
- Time Management Tools
- Time Log
- Daily Time Log
- Weekly Time Log Matrix
- Block Time: Putting Activities to Work
- Time Wasters: External
- Time Wasters: Internal
- Performance Results Description—2nd Draft
- Program Summary & Next Steps

### Session Two: Delegation Process

- Module Objectives
- Delegation Exercise
- Delegation Process
- Exercise: Organizational Chart
- Follow-up Process for Maintaining Accountability
- When Holding People Accountable
- Human Relations Principles

### Session Three: Planning and Performance Process

- Module Objectives
- Planning Process
- Planning Considerations
- Management Plan
- Estimate of the "As Is" Situation
- Goals
- Plan for Implementation
- Follow-up Plan



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**“We support the growth of successful organizations by creating successful individuals through training and development solutions.”**

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Flexible projects with condensed or space learning format

In business since 1912 and financially sound

Proven system for developing high quality trainers

Expertise from local and global resources

Expertise from local and global resource

Programs in more than 35 languages

We thrive on customizing our products to fit your needs

Management involvement in application reinforcement

ISO 9001 Certified—  
Continuous Improvement processes to ensure quality

### WHO WE ARE: Dale Carnegie International

Founded in 1912, Dale Carnegie Training® has evolved from one man's belief in the power of self-improvement to a performance-based training organization with offices worldwide. It focuses on giving people in the public and private sector the opportunity to sharpen their skills and improve their performance to build positive, steady, measurable results.

Headquartered in Hauppauge, New York, Dale Carnegie Training® is represented in all 50 of the United States and in over 85 countries, and is dedicated to serving its clients throughout the world.

Dale Carnegie Training® serves the public and private sectors in 160 locations worldwide and provides its clients with the resources of 5,500 trainers and consultants. Each has undergone rigorous training to become certified in the Carnegie Process. Each is also required to take re-certification training annually. These expert practitioners shape the Carnegie body of knowledge into tools you and they can use to co-create the high performance, customer oriented teams you desire.

Over ten million individuals have participated in Dale Carnegie Training®, many of whom participated specifically to strengthen their ability to:

- Build teamwork
- Enhance customer focus
- Develop leadership
- Generate enthusiastic cooperation from others
- Motivate others to peak performance



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**Our vision is to be the global brand of choice in a world where people are proud to belong, where learning and performance change are at the core of everything; and with a great respect to the integrity of our cultures.**

**Our mission is to achieve the optimum success and results through building a partnership with our client based on exceptional service, continuous communication and integrated interests.**

**We maintain an extensive affiliate program with international training and consultancy offices to ensure a consistently high level of service, brand excellence and content delivery to exceed our clients' expectations.**

### WHO WE ARE: Dale Carnegie Kuwait

In 2000, Dr. Anwar Faisal Al-Sabah founded Al Anwaar Training and Consultancy Company WLL with a vision.

That **vision** is “To be the Global brand of choices in a “World where people are proud to belong”, where learning and performance change are at the core of everything; and with a great respect to the integrity of our cultures. The **mission** of the company is “To achieve the optimum success and results through building a partnership with our client based on exceptional service, continuous communication and integrated interests. We maintain an extensive affiliate program with international training and consultancy offices to ensure a consistently high level of service, brand excellence and content delivery to exceed our clients' expectations’.

**August 1, 2009** was a turning point in the company's history – we were chosen as the **Kuwaiti Franchise representative for Dale Carnegie & Associates**, a globally respected performance consultancy organization. Dale Carnegie & Associates has been in the business of improving performance for companies and individuals for 103 years. They have offices in over 86 countries and deliver in over 35 languages. Dale Carnegie & Associates has MENA presence in Kuwait, Bahrain, Saudi Arabia, UAE, Egypt, Tunisia, Morocco, Libya and Algeria.

With this extensive international reach, Dale Carnegie's Kuwait network is able to provide a consistent solution for all types of businesses and to delivery it in local languages. This flexibility allows client operations to advance and to see results quickly. The world's most successful companies depend on Dale Carnegie to bring the best practices of high performing international organizations to clients locally. Dale Carnegie trainers and coaches are business professionals who have real world business experience. They have undergone a minimum of 450 hours of in-house development before becoming certified. In addition to this, all programs are ISO 9001:2000 accredited.

Whatever the short term or long term strategies goals of your organization are, Dale Carnegie Kuwait is ready to be your partner in success.