

3P Operations Framework Course

Details

Empower your Employees to Take Ownership and Empower the Business to Scale to the Next Level.

NOTES:

- Each module represents a month
- Each section represents a week

Module 1: PEOPLE: Priority & Time Management

Deliverables: Personal Assessment & LifePlan

Section 1: Define Reality

Assignments:

- Take the 3P Assessment
- Track weekly activity time

Outcomes:

- Give a baseline of what kind of worker they currently are and what gaps they will need to close to get to “Owner” status.
- Will understand how their time is being spent so they can choose what needs to stay or go.

Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 7 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 2: Prioritization

Assignments:

- Categorize activities in the Eisenhower Matrix
- Complete a Life Plan

Deliverables/Outcomes:

- Determine what's most important in their life and daily routine by categorizing them on a priority basis, this will be their top 5%.
 - *Top 5%: Things that only they can do to bring clarity and focus to be successful.*
- Write a basic but powerful life plan to keep them fixed on the main goals of their life and work.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 20 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session *(Est. 30-90 minutes each week.)*

Section 3: Time Management

Assignments:

- Time block your top 5%
- Create a To-Do List Process

Deliverables/Outcomes:

- Learn Time Budgeting & Blocking
- Task Management Best Practices
- How to Manage your Calendar

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 6 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session *(Est. 30-90 minutes each week.)*

Section 4: Decision Making

Assignments:

- Create your ideal work week by using your actual calendar & task bar of choice
- Review Current Work Frameworks to ensure clarity
- Answer Framework Discussion Questions

Deliverables/Outcomes:

- Learn How to Create Your ideal work week with your personal and work discretionary time.
- Learn best practices for Task Batching
- Learn the Delete, Automate, Delegate Decision Making Framework

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 15 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Module 2: PROCESSES: Planning, Problem Solving, Reviewing

Deliverables: Strategic Plan & Standard Operation Procedure (SOP) Framework

Section 1: Creating Vision & Expectations

Assignments:

- Answer Discussion Questions

Deliverables/Outcomes:

- Understand that the time you put into planning ultimately determines the future results.
- Learn how to create clear expectations so that great planning can occur.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 18 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 2: The Planning Cycle & SOPs

Assignments:

- Determine your planning needs
- Document using the Strategic Planning & SOP Creation Framework

Deliverables/Outcomes:

- Create a strategic plan, *if needed*, in your current position or create a sample plan for practice.
- Learn how to evaluate and create current SOPs that you need in your position.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 14 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 3: Critical Thinking

Assignments:

- Complete the SOP Creation Framework with the actual problem identified in Section 3

Deliverables/Outcomes:

- Learn how to be a “Bottom-Line Investigator”
 - Purpose: Learn to only bring problems with proposed solutions.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2.5 hours)

- 10 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 4: SOP Workshop

Assignment:

- Bring Final Draft SOP for group discussion and finalization steps.

Deliverables/Outcomes:

- Finalize an actual SOP that can be used immediately.
- Learn how to recognize when an SOP needs to be created and how to develop one for their team.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2 hours)

- 2 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Module 3: PRODUCTIVITY: Integrity, Communication, Ownership, & Leadership

Deliverables: Execution System

Section 1: Systems Are Only as good as the Team's Integrity

Assignments:

- Complete discussion questions

Deliverables/Outcomes:

- Learn what it takes to fully committed to the work processes
- Learn how to create a culture of transparency & accountability
- Understand that our "Why" determines what we do and how we do it

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2 hours)

- 12 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 2: Systems Are Only as Good as the TEAM's Communication

Assignments:

- Complete the Communication Evaluation System Worksheet

Deliverables/Outcomes:

- Learn Communication Best Practices
- Learn Teamwork Best Practices
- Learn The Weekly Review Process Best Practices

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2 hours)

- 9 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 3: Systems Are Only as Good as the TEAM's Expectations

Assignments:

- Create a Dashboard for your team
- Create a Scoreboard for your team

Deliverables/Outcomes:

- A weekly and quarterly review process will be created to ensure the annual goals will be hit.
- The team will have a way to show their work & progress towards the strategic and daily goals.
- The leader will have a way to see if there are any deficiencies in the process that will hinder the annual & strategic goals.
- Trust and accountability will be built among the team and with the business owner.

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2 hours)

- 10 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)

Section 4: Systems Are Only as Good as the TEAM's Ownership

Assignments:

- Complete Section Worksheet 7 Take Assessment again & every 6 months to ensure you become and stay an "Owner."

Deliverables/Outcomes:

- Learn the importance of thinking like a business owner.
- Learn how to take ownership in what you do and in the best interest of the company.
- Understand how critical thinking & decision making helps everyone grow & win!

Weekly Time Investment:

(Total Estimated Mandatory Time: 1.5 - 2 hours)

- 9 min. Video Prep
- Weekly 60 min. Group Session to apply the content and assignments directly to their current position and situation.
 - *Optional 15 min. Early bird & up to 30 min. Run-off discussion for those who need it.*
- Application assignment prep to be completed after the live session (*Est. 30-90 minutes each week.*)