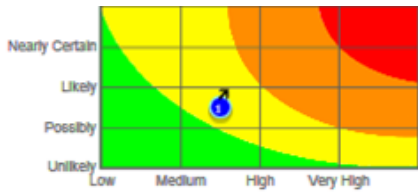


# POLARIXPARTNER

THE GUIDING STAR FOR THE MANUFACTURING INDUSTRY



## POLARISK COACHING

The operational way

Smal Maksen | POLARIXPARTNER GmbH



“Luck is what happens when preparation meets opportunity.”

*Lucius Annaeus Seneca*

I am delighted to present you the new **Operational Management Seminars** for 2018.

This year the courses will have a higher focus on operational methods including the lessons learned from real industrial experiences. I would be pleased to support your company by introducing new pragmatic methods and concepts adapted to the digitized environment.

### **8 dynamizing seminars (in English-German-French)**

- ✓ Operational risk and opportunity management
- ✓ Operational project management
- ✓ Crisis management
- ✓ Governance structure and sustainability
- ✓ Compliance in the company
- ✓ Creation of a policy / a strategic set of requirements in the company
- ✓ Industry and espionage (How to protect)
- ✓ Successful project rhetoric

## **RISK AND OPPORTUNITIES MANAGEMENT CONSULTING AND TRAINING**

Do you have an operational risk and opportunity management in your projects?

An excellent opportunity for your company to integrate the risk and opportunity management into your process and to improve competences throughout the company.

The PolaRisk Coach develops and implements sustainable methods in your company.

All methods used have proven themselves 100%

## **CRISIS MANAGEMENT CONSULTING AND TRAINING**

Many organizations have ad hoc emergency plans to solve problems in projects.

But is there a plan to deal with the human response to a crisis? PolaRisk helps your company building the BCP (Business Continuity Plan) and test it through specific operational simulations and methods.

## **GOVERNANCE IN THE COMPANY**

The PolaRisk Coach will support the implementation of a governance mechanism through which the management will be able to conduct and monitor the operation of the company. Actual real best practice examples will enhance the efficiency and sustainability of your governance system.

## **COMPLIANCE INTRODUCTION IN A DIGITIZED ENVIRONMENT**

The PolaRisk Coach will help you implement a compliance process with the best practices.

Our compliance trainings are the right choice for your company when it comes to sustainable operational compliance process integration

Basic Training	RISK AND OPPORTUNITY MANAGEMENT IN AN OPERATIONAL ENVIRONMENT
<b>Objective</b>	Provide robust basic knowledge in project risk management. Dynamising of project management teams in terms of using the right risk management technique, methods and tools. Evaluate the right Time, Cost and Quality impacts. The course contains methods and insights from real practice.
<b>Target Group</b>	Project Manager, Team Leader, Engineers, Purchasing, Sales, Customer Service, Human Resources ..
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Learn how to identify and evaluate risks &amp; opportunities</li> <li>• Define the Risk Scope using newest methodology</li> <li>• Learn about regulations/standards, governance and pragmatic meeting structures</li> <li>• Learn about proven operational methods /processes from real practice</li> <li>• Use the right tools for operational risk management</li> <li>• Use the best proven processes to manage, tasks and achieve targets according Time/Costs/Quality and Performance</li> <li>• Integrate Risk Management in purchasing, sales and production</li> <li>• Learn to build up and use a GAP analysis</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through Best Practice examples from real study cases</li> <li>• Hands On Simulations</li> <li>• Several group work</li> <li>• Simulation of a workflow to adhere to the Risk process</li> <li>• real-time simulations , Quiz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Standard risk capture sheet</li> </ul>
<b>Duration</b>	8 Hours (With splitting 10 Hours)

Basic Training	OPERATIONAL PROJECT MANAGEMENT
<b>Objective</b>	Provide operational knowledge and best practice to the project management team. Dynamization of project teams in terms of operational project management. The course contains methods/tools and insights from real practice. A 360 ° overview from the real project life. Learn to have an adjusted and realistic overview of your project.
<b>Target Group</b>	Management, Project Manager, Team Leader, Engineers, Purchasing, Sales, Customer Service, Human Resources
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Learn to plan and communicate your status</li> <li>• Build Up your project organization and make it sustainable</li> <li>• Control the resources, costs and the schedule</li> <li>• How to handle a crisis in the project</li> <li>• Monitor Suppliers, use the newest methods to handle your claim management</li> <li>• How to integrate efficiently your project cost monitoring and stabilize your budget</li> <li>• Adjust your project governance</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through Best Practice examples from real study cases</li> <li>• Hands On Simulations</li> <li>• Several group work</li> <li>• Simulation of a workflow to adhere to the project deliverables</li> <li>• real-time simulations , Quiz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Standard risk capture sheet (including Supplier)</li> </ul>
<b>Duration</b>	2 days (16 hours) (If splitted 18 hours)

Basic Training	CRISIS MANAGEMENT
<b>Objective</b>	Provide operational knowledge on the topic of crisis management. Dynamization of teams in order to handle a crisis through pragmatic methods and tools. . Convey methods and insights from real practice. A 360 ° overview from the practice.
<b>Target Group</b>	Management, Project Manager, Team Leader, Engineers, Quality Management, Purchasing, Sales, Customer Service, Human Resources
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Definition and fundamentals of crisis management</li> <li>• Recognize, prepare and handle a crisis, mitigation actions</li> <li>• Build a crisis team, Governance</li> <li>• External resources</li> <li>• Preparing the right communication channels</li> <li>• Estimate the costs of continuous failure and non process adherence</li> <li>• How and when to come back to normal operations</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through best practice examples from real study cases</li> <li>• Hands-On simulations</li> <li>• Several working groups</li> <li>• Simulation of a workflow to adhere to the crisis management process</li> <li>• real-time simulations , Quiz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Standard Crisis capture sheet (including Supplier)</li> </ul>
<b>Duration</b>	8 Hours (With splitting 10 Hours)

Basic Training	MAKE YOUR GOVERNANCE ROBUST AND SUSTAINABLE
<b>Objective</b>	Provide operational knowledge about governance within the company or in a project. Dynamization of teams in order to adhere to a governance through pragmatic methods and tools. Convey methods and insights from real practice. Give a 360 ° overview from the practice.
<b>Target Group</b>	Top Management, Project Manager, Team Leader, Engineers, Quality Management, Purchasing, Sales, Customer Service, Human Resources...
<b>Contents</b>	<ul style="list-style-type: none"> <li>• The foundations to build a governance</li> <li>• The Governance Handbook for the Company</li> <li>• Interplay governance and organization</li> <li>• Obsolescence of governance</li> <li>• The governance risk compliance process</li> <li>• Governance and leadership</li> <li>• Workflows and digital processes</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through best practice examples from real study cases</li> <li>• Hands-On simulations</li> <li>• Several working groups</li> <li>• Simulation of a workflow to adhere to the governance principles</li> <li>• real-time simulations , Quiz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Governance Policy</li> </ul>
<b>Duration</b>	8 Hours (With splitting 10 Hours)

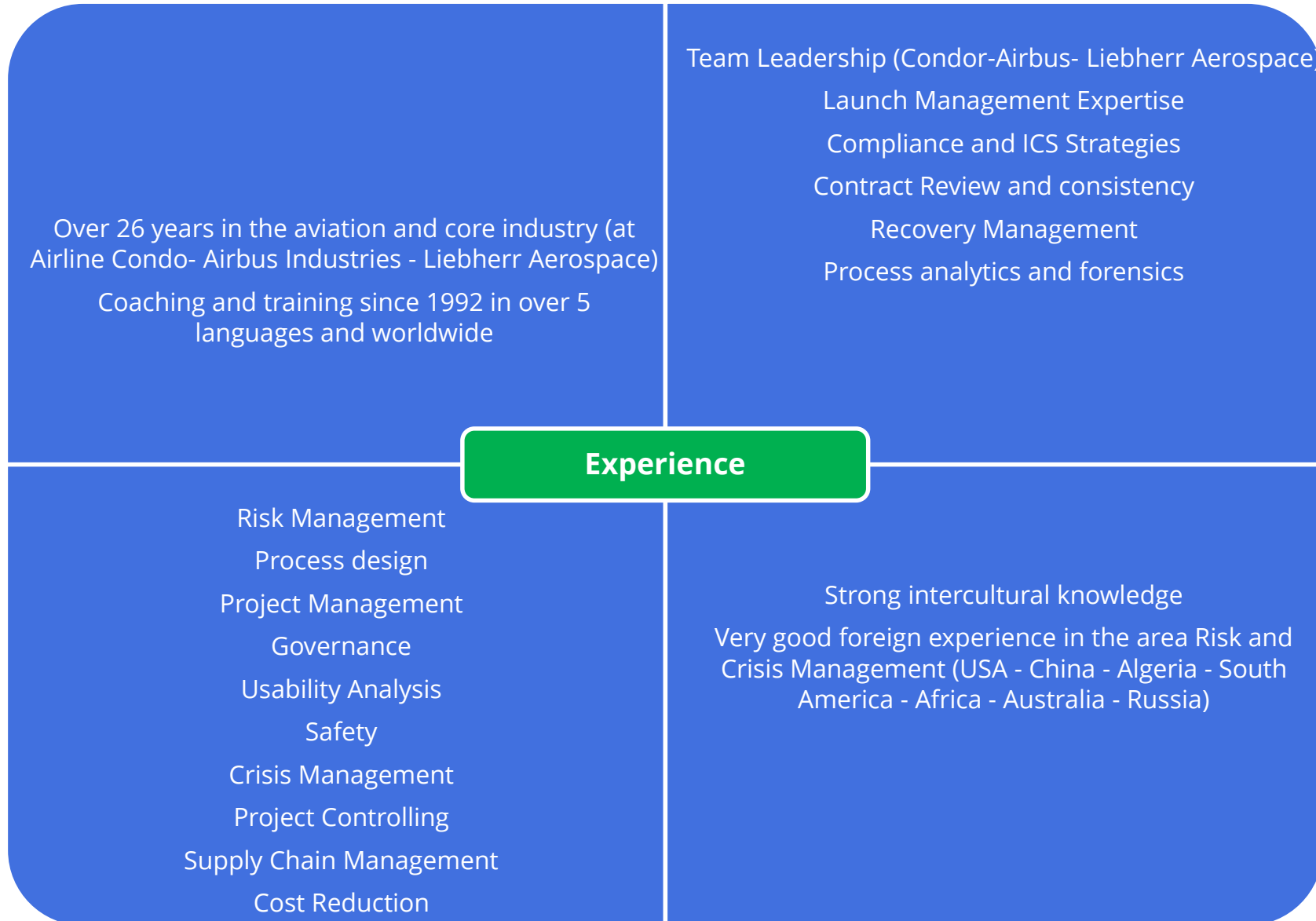


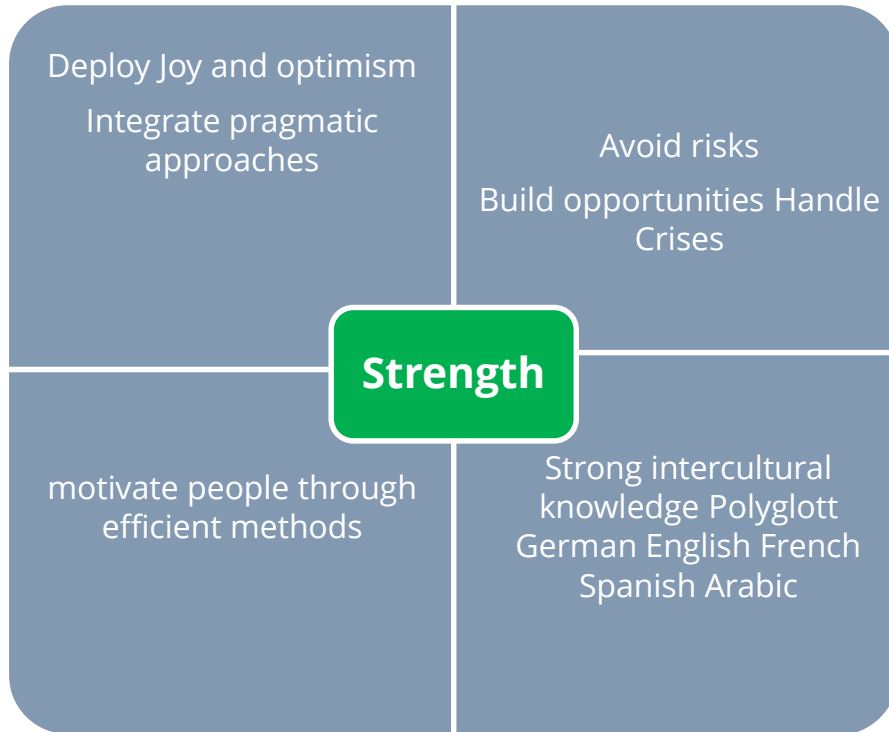
Basic Training	COMPLIANCE IN THE COMPANY
<b>Objective</b>	Provide operational knowledge about compliance within the company. . Dynamization of teams in order to adhere to a compliance process/system through pragmatic methods and tools. Convey methods and insights from real practice. Give a 360 ° overview from the practice.
<b>Target Group</b>	All Business Units
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Understand Compliance as part of corporate culture</li> <li>• Apply the laws correctly</li> <li>• Establishment of a compliance policy</li> <li>• New International and European regulations</li> <li>• Methods and tools used today and how to prepare for tomorrow</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through best practice examples from real study cases</li> <li>• Hands-On simulations</li> <li>• Several working groups</li> <li>• real-time simulations , Quiz and Video</li> <li>• Simulation of a workflow to adhere to the compliance contents</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Compliance Policy template (Or Sharepoint Structure)</li> </ul>
<b>Duration</b>	8 Hours (With splitting 10 Hours)

Basic Training	HOW TO BUILD A POLICY AND COMMUNICATE PROPERLY
<b>Objective</b>	Provide operational knowledge about developing and publishing a policy within the company. . Dynamization of teams in order to adhere to a policy through pragmatic methods and tools. Convey methods and insights from real practice. Give a 360 ° overview from the practice.
<b>Target Group</b>	All Business Units
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Prepare the objective and application of a policy</li> <li>• Definition of a policy (example of risk management) What is a rule set?</li> <li>• How to promote the content</li> <li>• How to control changes and how to communicate them efficiently</li> <li>• Ownership and accountabilities</li> <li>• New Tools and Methods</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Teamwork to define a new policy</li> <li>• Hands On Communication Process definition</li> <li>• Simulation of a workflow to adhere to the policy</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> <li>• Policy template (Or Sharepoint Structure)</li> </ul>
<b>Duration</b>	8 hours

Basic Training	INDUSTRIAL ESPIONAGE AND EFFICIENT COUNTERMEASURES
<b>Objective</b>	Provide operational knowledge about recognizing and countering industrial espionage within the company. Dynamization of teams in order to develop the right behavior through pragmatic methods and tools. Convey methods and insights from real practice. Give a 360 ° overview from the practice.
<b>Target Group</b>	All business units
<b>Contents</b>	<ul style="list-style-type: none"> <li>• How to identify espionage in the company</li> <li>• What is Business Intelligence? Data carriers of all types</li> <li>• Protective mechanisms</li> <li>• Exchange of data</li> <li>• New espionage technologies , methods and cultural behavior</li> <li>• How to protect your knowledge</li> <li>• The idea and the Patent</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through best practice examples from real study cases</li> <li>• Hands-On simulations</li> <li>• Several working groups</li> <li>• real-time simulations , Quiz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> </ul>
<b>Duration</b>	6 hours

Basic Training	PROJECT RHETORICS
<b>Objective</b>	Provide operational rhetoric techniques and enhance ability and capability to present your project. Dynamization of teams in order to develop the right behavior through pragmatic methods and tools. Convey methods and insights from real practice. Give a 360 ° overview from the practice.
<b>Target Group</b>	All business units
<b>Contents</b>	<ul style="list-style-type: none"> <li>• The foundations of a successful rhetoric</li> <li>• Properly present and convince</li> <li>• Voice, look, radiance</li> <li>• Use the correct terminology</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Transfer of the background through best practice examples from real study cases</li> <li>• Hands-On video simulations</li> <li>• Several working groups</li> <li>• real-time simulations , Quizz and Video</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Training certificate</li> <li>• Training documents</li> </ul>
<b>Duration</b>	6 hours





## SMAIL MAKSEN – RISK MANAGER/COACH – PRINCIPAL

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POLARIXPARTNER GmbH  
Dachauer Str. 278  
80992 München

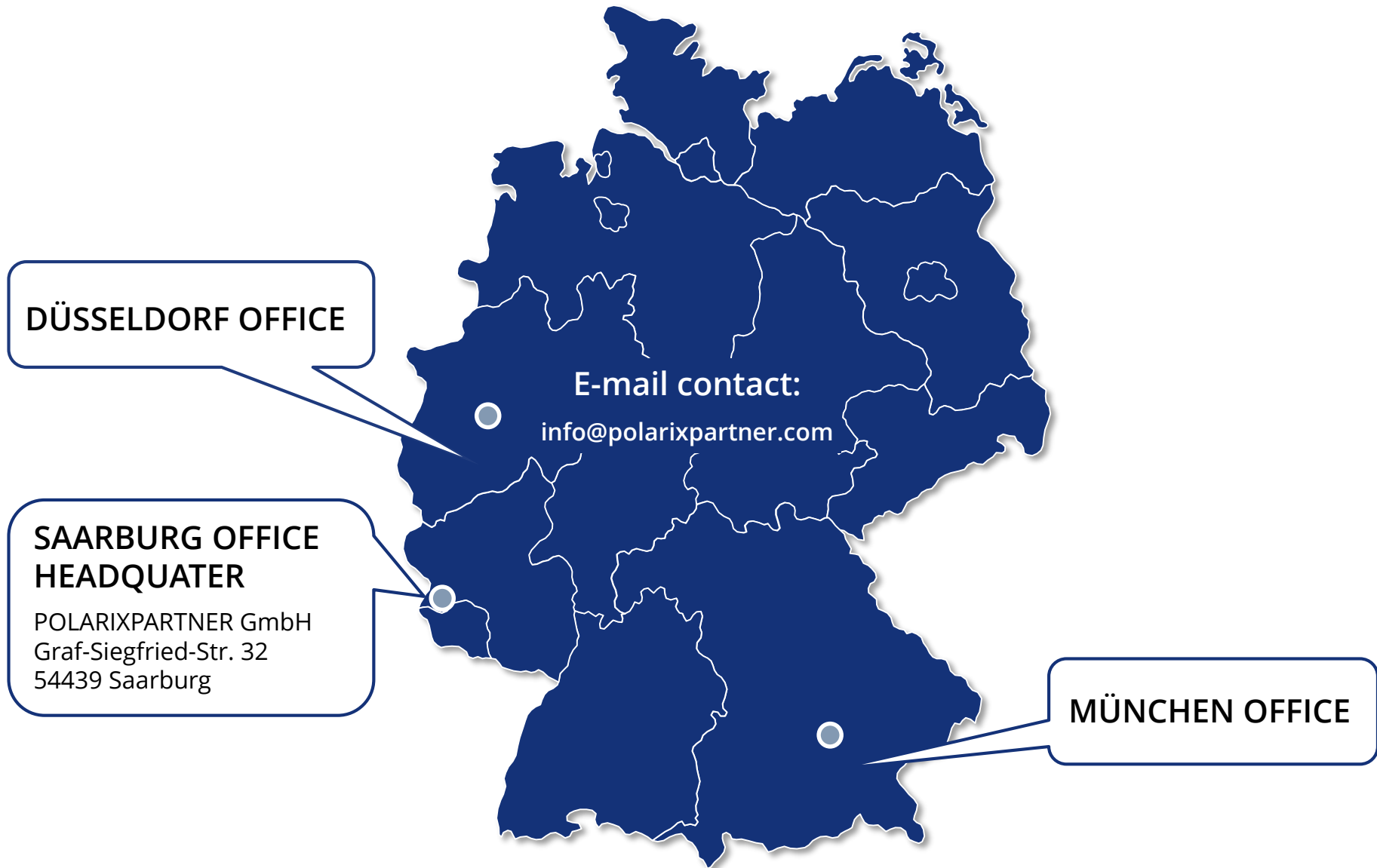
Tel.: +49 6581 8290-253  
Mobil: +49 151 52743453  
Fax: +49 6581 8290-100  
E-Mail: [Smail.Maksen@polarixpartner.com](mailto:Smail.Maksen@polarixpartner.com)



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Our offices in Germany  
Wherever you are, we're always close by







## MARKUS WIEDERSTEIN – MANAGING DIRECTOR & PARTNER

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POLARIXPARTNER GmbH  
Graf-Siegfried-Str. 32  
54439 Saarburg

Tel.: +49 6581 8290-211

Mob.: +49 151 52742511

Fax: +49 6581 8290-100

E-mail: [Markus.Wiederstein@polarixpartner.com](mailto:Markus.Wiederstein@polarixpartner.com)



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