Working Smarter Not Harder

Presented by Paul Hastings

Introduction

- Work within the commercial team at Ideagen PLC
- Global Food and Drink Sector Account Manager
- More than 20 years experience of working with standards, quality, risk and compliance

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Global Food & Drink Sector Account Manager

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- Working smarter not harder
- Key Tools
- Efficiency and Productivity
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Working Smarter Not Harder

"Work smarter, not harder." Everyone has their own definition of this phrase, but it generally means **using your thinking skills to minimize tasks and extra steps,** so that you **use your time wisely and more effectively** to get things done quickly. For example, instead of putting something off that would take five minutes or less to complete, do it immediately and move on to the next task."

Forsyth Magazines' Motto

"I will always choose a lazy person to do a difficult job because a lazy person will find an easy way to do it."
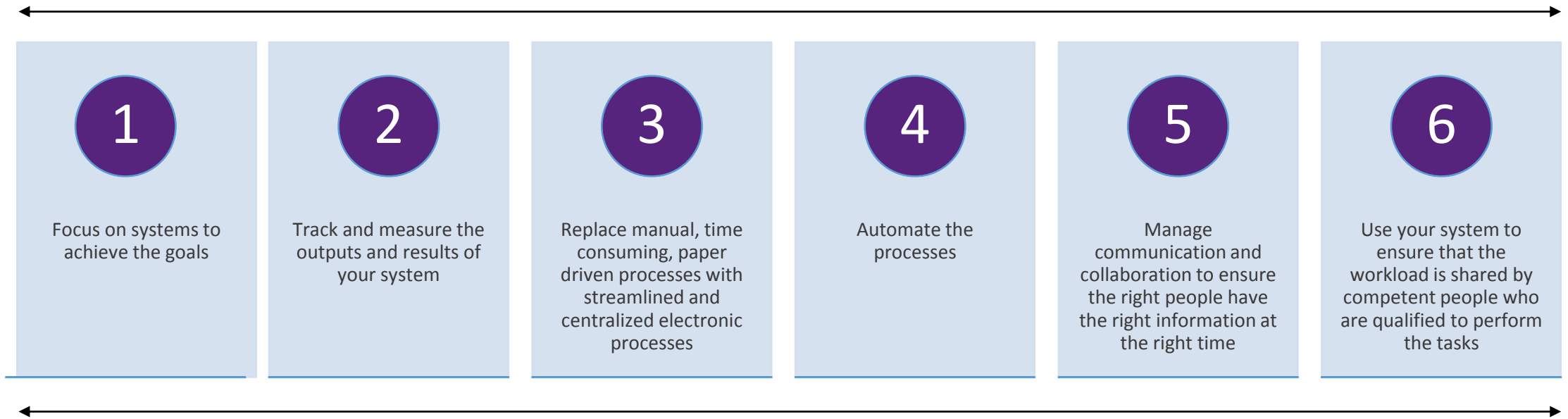
Bill Gates

Working Smarter, Not Harder: Key Tools

- GPS (Goals, Purpose, Scope)
  - Mitzi Weinman explains GPS as "goal, purpose, and scope.", this system can be used to **get the whole picture and how you need to accomplish it**. For example, you can **see a task completed and then envision the various steps needed to completing it**. Also, "GPS" can help you set goals for each of those steps until it is done (goal).

- ROI (Resource, Operational Excellence, Innovation)
  - Smart and successful organisations will use their resource to fully achieve and maintain a strong and robust system. The business should be innovative in how it uses this operational excellence to achieve the goals

Working Smarter Not Harder

Goals, Purpose, Scope

1 Focus on systems to achieve the goals

2 Track and measure the outputs and results of your system

3 Replace manual, time consuming, paper driven processes with streamlined and centralized electronic processes

4 Automate the processes

5 Manage communication and collaboration to ensure the right people have the right information at the right time

6 Use your system to ensure that the workload is shared by competent people who are qualified to perform the tasks

Resource, Operational Excellence, Innovation

ideagen

Working Smarter, Not Harder: Efficiency and Productivity

- Key Business Processes
  - Document Management
  - Audit Management
  - Incident Reporting and Management
  - People Management
  - Supply Chain / Interested Parties Management
  - Asset Management
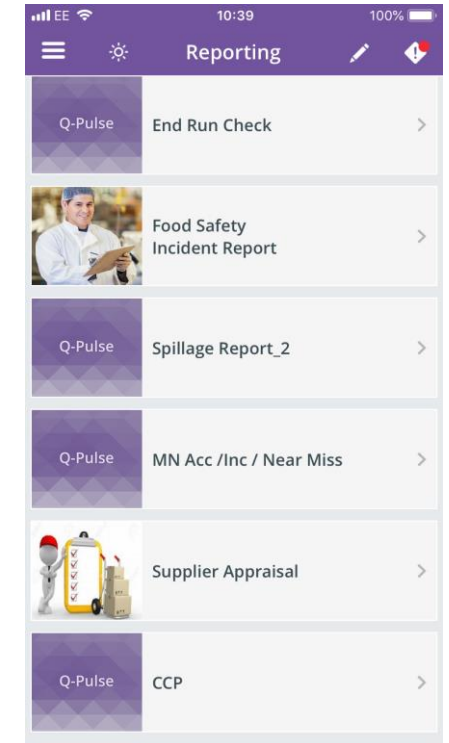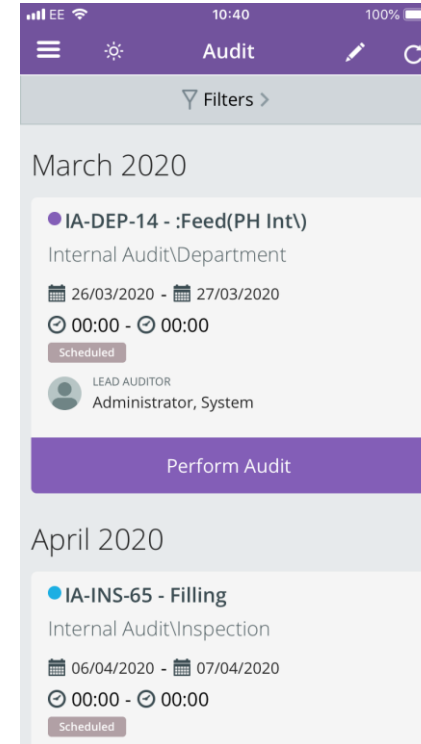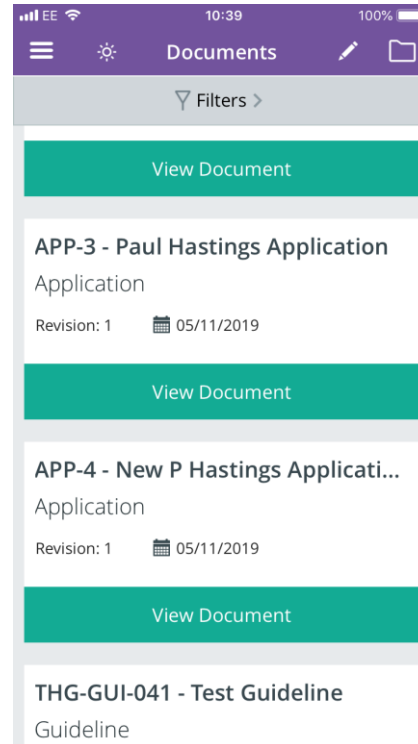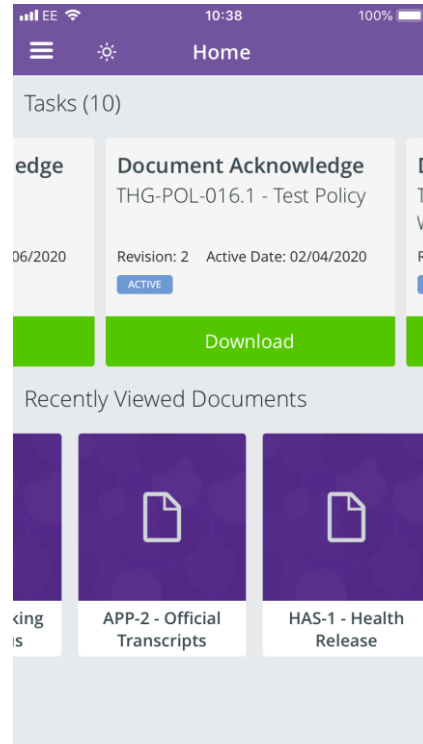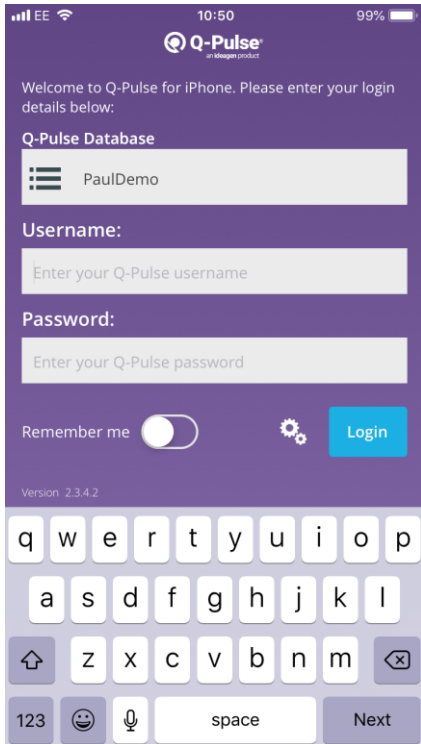 - People Safety and Wellbeing

Working Smarter, Not Harder: Key Business Attributes

- Resilience
- Adaptability
- Transparency
- Communication
- Control

Working Smarter, Not Harder: On The Move

Working Smarter, Not Harder: Q-Pulse

All the quality management tools you need to safeguard what's important

Documents
Standardise and automate your document control process.

Audit
Manage your audit schedule and conduct audits with ease.

CA/PA
Strong internal controls for preventive and corrective actions.

Reporting
Create and improve a culture of reporting and shared learning.

Risk
Create accountability and strengthen business assurance.

Training & Competence
Ensure competency and consolidate training and development records.

Customers
Thoroughly manage and resolve customer complaints.

Suppliers
Manage all vendor related compliance data for ISO and other standards.

Assets
Protect your assets and help ensure business continuity.

Law
Identify and evaluate the status of your legislation and compliance requirements.

Data
Gather data to monitor, measure and analyse your performance in real-time.

- https://www.youtube.com/watch?v=UmgzIu0fkYQ

Working Smarter, Not Harder: Q-Pulse Workrite

Food Safety Level 1

If you work with or around food, you have a responsibility to ensure that anything served to your customers is safe to eat. Our Food Safety Level 1 course takes users on an interactive journey through the fundamentals of food hygiene.

Food Safety: Retail Level 2

If you are selling food or drink - whether in a corner shop, supermarket, or newsagent, you have a responsibility to ensure that anything served to your customers is safe to eat. Our Food Safety Level 2 Retail course takes users on an interactive journey through the key aspects of food hygiene.

Food Safety: Catering Level 2

While our standard courses cater for the majority of training needs, there are always occasions when something new or different is required. Our bespoke service gives you the chance to have an e-learning course written and designed especially for you. Almost any subject can be catered for.

Manual Handling for the office (HandleRite)

Rather than assessing everyone's risk level and then training them accordingly HandleRite enables you to take a pro-active stance by ensuring all participants have a good understanding of basic manual handling which is suitable for those individuals who work in a low risk environment.

- https://ideagenplc-my.sharepoint.com/:v:/p/john_mclellan/Ea8NqfaKPP1GkUPKMoxfrJMBxl3Yh3uhV60BSJyYOY9slg?e=gCHlTp

Thank You

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