



# The Change Factor Institute

## **“Workplace Orange Session”**

***“Strategic Thinking and Management  
to Improve Operational Performance”***

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## **Guidelines for completing this NoteBook**

**It is therefore ESSENTIAL THAT YOU COMPLETE this NoteBook by REFLECTING ON ALL THE ISSUES AND WRITING DOWN YOUR THOUGHTS, RESPONSES AND IDEAS IN RESPONSE TO THE LISTED QUESTIONS.**

**This NoteBook is YOUR PERSONAL DOCUMENT. IT WILL NOT BE TAKEN FROM YOU. You may discuss the questions with others, but what YOU WRITE INSIDE this NoteBook “IS FOR YOUR EYES ONLY”.**

**The MAIN PURPOSE FOR COMPLETING THIS NoteBook is TO HELP YOU THINK CRITICALLY ABOUT THE ISSUES AND TO CONTRIBUTE TO THE CONVERSATION, SHARE EXPERIENCES AND LEARN FROM THE DISCUSSIONS.**

**“Relax and Enjoy Completing your NoteBook”**

**Thank You  
The Change Factor Institute.**

***“What do I understand by Strategic Thinking?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What do I understand by Strategic Management?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What contribution can I make in the Strategic Planning and Management of my institutions operations?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What is my attitude towards Team Work?” What Can I contribute in ensuring effective Team Work in my institution?”***

Notes	Date(s)
<i>“I aim to be the best at what I do”</i>	

***“What are my Strengths as a person and how can I improve upon them?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What are my weaknesses and how do I manage them?”***

Notes

Date(s)

***“I aim to be the best at what I do”***



***“How do I handle stress and People I don’t like in my work environment?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“Do I understand the goals and areas of operation of my organization?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“Do I like my current Job?” If Yes Why? If no Why Not?***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What do I think are the present challenges/ problems facing my institution?”***

Notes	Date(s)
<p><b><i>“I aim to be the best at what I do”</i></b></p>	

***“How have I personally contributed to this problem(s) or helped find a solution(s) to this problem(s)?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What can I do to improve my performance...and my contribution towards addressing the challenges/problems at my workplace?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What kind of relationship do I have with my boss?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What can I do to help my boss improve his/her performance?”***

Notes

Date(s)

***“I aim to be the best at what I do”***



***“What kind of relationship do I have with my subordinates/colleagues?”***

Notes

Date(s)

***“I aim to be the best at what I do”***

***“What can I do to improve my relationship with my subordinates/colleagues?”***

Notes

Date(s)

***“I aim to be the best at what I do”***