



## Meeting Planning Six Sigma Style: Process Management the DMAIC Way

**Six Sigma** is a powerful tool to help you and your organization manage processes to operate more efficiently, effectively and productively.

During this session we will talk about the following steps to help ensure a successful event consistently:

- D**efine - Why are you having this event? Think Return on Investment (ROI)
- M**easure - Can you measure each step an event will take during the planning process?
- A**nalyze - Do you analyze the information available during each step? Can each step be made better, easier or ask the question, Is this step necessary?
- I**mprove - Did you improve your process? Do you have a baseline of the current process for planning an event?
- C**ontrol - What is in place to help you and your organization control, oversee, and manage the lifecycle of an event?

### Learner Outcomes:

1. The principles of how **DMAIC** is used in event planning
2. How to analyze data that have available to you about your events
3. Understanding of process management
4. More knowledge about **Six Sigma** tools

### Additional Workshop Topics

- Meeting Planning Six Sigma Style: **LEAN 101**
- Meeting Planning Six Sigma Style: **LEAN Six Sigma**
- Meeting Planning Six Sigma Style: **SIPOC**
- Meeting Planning Six Sigma Style: **RUMBA**
- Using Business Intelligence To Manage Meetings Strategically

### Presenter

Rob Wilson, MCSE is President and Founder of Meeting Evolution

Rob achieved his Six Sigma Greenbelt from Honeywell International and is currently completing study for his Six Sigma Blackbelt.

### For further information contact:

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