

# Cost Reduction Skills

...achieve more with less

Almost all organisations are facing a need to reduce costs. Even growing organisations are constantly looking for ways to achieve more with less. This means that managers need to be equipped with proven tools to improve productivity and reduce costs. This course provides just such a toolkit. Participants will leave the course inspired and ready to make dramatic improvements in cost effectiveness.

## Content

- The cost challenge - achieving more with less
- Priority Based Budgeting
- Cost of quality technique
- Process value analysis
- Firefighting elimination
- Problem solving to reduce cost
- Working smarter
- Procurement for cost reduction

## Features

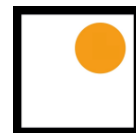
- Comprehensive cost reduction manual/toolkit
  - 4 powerful and proven cost reduction methodologies
  - Tools and templates for use in the workplace
  - Wealth of cost reduction case examples
  - Techniques to improve individual productivity
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**Duration:** Two day course

**Venue:** London Gatwick

**Course price:** £695 +VAT





# Cost Reduction Skills

## Day one

### 1. The cost challenge – achieving more with less

- Achieving breakthroughs
- Organisation progression model
- The internet and transparent markets
- Operating cost ratios

### 2. Priority based budgeting

- Traditional budgeting v PBB
- Three stages
- Determining PBB subjects
- PBB proposals and service levels
- PBB ranking
- Practical exercise

### 3. Cost of quality technique

- Categories of quality cost
- Approach
- Methodology
- Data sheets
- Example findings and recommendations
- Case study

### 4. Process value and analysis

- Defining value add
- Mapping process
- Critical evaluation
- Eliminating non value add

## Day two

### 5. Firefighting elimination

- Firefighting, control and improvement (FCI)
- Firefighting elimination exercise

### 6. Problem solving to reduce cost

- Problem solving process
- Cause and effect technique
- Pareto analysis
- Brainstorming
- Criterion rating

### 7. Working smarter

- Focus
- Habits of successful CEOs
- One touch working
- Effective delegation

### 8. Procurement for cost reduction

- Introduction to outsourcing
- Preferred suppliers volume discounts and rebates
- Savings on travel and subsistence
- Document management systems