



MAXFIELD
PRODUCTIVITY CONSULTANTS

Maxfield Productivity Consultants, Inc.

Products & Services – Orientation

Education and experience are basic criteria to ensuring desired on-the-job performance. Effective orientation programs build on those essentials by illustrating the context in which the employee will use them. They provide practical “why,” “who,” “when” and “how to” information in memorable and timely ways. This prepares employees to meet job requirements immediately, properly and quickly, conserving valuable resources while increasing confidence and trust.

We design tools that orient employees to a profession and/or organization. They may be used by individuals or teams. The following captures examples. Please contact us for more detailed descriptions and a preview of materials.

Kitchen 101™

Kitchen 101 Version 2.0 is an English/Spanish CD-ROM-based orientation program designed to meet the training needs of school food service personnel to prepare them for industrial cooking in an educational setting. Kitchen 101 compares working in a kitchen to playing baseball. Its three sections include: Rules of the Game, You As a Player, and Play Ball. The course includes a 25-question test created from a database of 118 items. The CD-ROM, Instructors Guide and Participants Guide are available in English and Spanish.

New Manager’s Course™ PlayBook™

The New Manager's Course™ version 2.0 is a CD-ROM-based course designed specifically to meet the training needs of school food service managers to lead their cafeterias with skill, imagination and confidence. The course materials on the CD-ROM include a manual/workbook in PDF format, which is indexed and interactive with fillable forms, worksheets and checklists. A resource section provides links to helpful learning sites and materials. Also included are a Trainer's Guide with fillable checklists and a certificate template. A provided job map that is downloadable, interactive and printable and a note-taking guide round out the complete program.

90-Day Survival Kit: A New Supervisor & Manager Guide for Leader Development

The first 90 days in a new leadership role are vital to setting the direction, goals, strategies, tasks and processes of a team, as well as the relationships that will sustain them. This guide sets out the actions a new manager, or manager moving to a new operation should take, sequences them and provides a brief “why” and “how to” description accompanied by a practical worksheet to use in completing them. The result is fruitful, timely actions taken that lead to positive outcomes.

Project Manager’s Guide

People who are not project management professionals are often asked to assume that role in carrying out temporary efforts. This guide furnishes a process-focused, stage-by-stage approach to completing them. Each stage describes the tasks to be accomplished, suggests persons to be involved and includes worksheets and sample completed examples that save time while improving thinking and decision making. The result is more successful projects and documentation for current and future use.

Procedures Guides

Some jobs call for numerous precise actions taken within inflexible time periods specified by system, process, policy, regulation or law. One mistake can lead to an undesired outcome. A highly visual, step-by-step procedure guide, including screen prints and directions, can increase the likelihood of successful job performance. The result is the right actions being taken on time with reduced stress.