

Tools Overview



For clarity sake, we list here the 25 job-aids and shortly describe what they are about. We also indicate in which context they best can be used:

- in a one-on-one setting such as a function talk, a coaching session, a professional discussion between colleagues, or between a professional and a manager, ...
- in team contexts, like meetings, projectwork, problem solving workshops, joint decision making, ...
- in organizations wide contexts like the strategic or budget cycle, culture change efforts, organization wide innovation, learning networks, ...

In most cases however, most job-aids can be used in two or three situations or they work as babushka's where you work during the 'strategic cycle' with a few communities of practice who prepare the environmental scan and do a SWOT analysis, then bringing them together in focus groups where they work with brainstorming techniques to figure out what the next steps for the organization might be. They bring that work back in their COP's to share. In parallel, you can bring professionals together in mixed Intervention groups so they can 'pick each other's brain' across different professional disciplines during implementation and you make sure every professional has a mentor or coach, to discuss issues and support his individual development.



Title Job-Aid	Short Description	One on One	Team Project	Organization
1. Coaching - Grow	How to create a dialogue that keeps the coachee in the drivers' seat and opens a can of new ways of dealing with issues and developing new behavior.			
2. Checklist for Effective Coaching	A short reflection questionnaire allowing coach and coachee to look back at past coaching moments and come together in dialogue to improve the coaching process.			
3. Develop Your Strengths (core quadrants)	How to make your core-qualities into real strengths and develop them further, avoiding your pitfalls, to effectively relate to and work with others.			
4. Experiential Learning	Using day to day experience to really learn and develop new ways of dealing with issues, opportunities and challenges the workplace offers you.			

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5. Individual Development Plan	An easy format to build your own development plan using the learning opportunities at work and the collaborative relationships with colleagues, customers, ...			
6. Job-Crafting	This job-aid tries to show how to use Job Crafting as a tool for organizational development, improving the contribution of professionals to business and organizational performance and improving 'work-life' balance at the same time by allowing people to put their talent and passion into their work.			
7. Active Listening	Active Listening is an important building block for dialogic relationships. It's a condition for empathy and a foundation for a working relationship geared towards personal development.			
8. Feedback	Feedback is a present. It is the cornerstone of learning and change and enables us to have frank, open, constructive relationships at work, contributing to each other's development.			
9. Intervision	Intervision is a peer-coaching activity allowing professionals to share their experiences and help each other to develop alternative routes for action.			
10. Team Process Check (GRPI)	The GRPI model enables teams to zoom in on their team process: Goals, Roles, Processes & Interpersonal Relationships. This Job-aid helps to share individual perspectives among team members and work on the issues further.			
11. Brainstorming / Multi-voting	Brainstorming is one of many ideas generating techniques used in 'problem solving' contexts, strategic process, scenario planning etc.... Multi-voting can be used then to do a first selection of the most 'liked' ideas.			
12. Force Field Analysis	Is a technique to create awareness with all stakeholders on what the driving and hindering forces are in the organization to implement effective changes in the way the organization or team/project operates. It's a first step towards stakeholder involvement and change action planning.			
13. Process Interventions	This checklist makes people aware of the kind of 'process interventions' participants and/or facilitators can use during meetings, problem solving discussion, etc.			
14. Consulting Process	This job-aid describes the steps necessary to set up an effective internal (or external) consulting process in your organizations.			

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15. Problem Solving Process	This job-aid contains two somewhat distinct frameworks (SADIE & SCRA) to support your problem-solving meetings. Besides the steps in the framework, it is of course important you gather all concerned stakeholders around the table to create innovative solutions and develop support for implementation.			
16. Communities of Practice	This job-aid offers you advice and tips to start professional learning communities: an important impulse for innovation and a great opportunity for experiential learning and knowledge sharing.			
17. Autonomous Motivation (SDT)	How to develop autonomy, give professionals the space to experiment, take initiatives, decide, lead, ... without losing cohesion and direction in your organization? Here are some of the answers.			
18. After Action Review	An important element of experiential learning is the 'processing' of common experiences and develop lessons for future actions or projects. The AAR gives you an easy format to do just that.			
19. PDCA – Cycle (Deming Cycle)	This job-aid is based on the so-called Deming Cycle and helps you plan and remediate your actions on a regular basis, with input of all stakeholders.			
20. Environmental Scan	An environmental scan is a first and very important step in the strategic process. It provides you, when done with all stakeholders, with a comprehensive view on how your external business environment is likely to evolve over the coming years. A clear and common environmental analysis allows the construction of a strong common ambition and strategy with all stakeholders very much aligned.			
21. Confrontation Matrix / SWOT	A confrontation matrix is a way to confront the external challenges (output of Environmental Scan) with the strengths and weaknesses in your present organization. That confrontation enables the identification of different strategies to build a sustainable future for your business.			
22. Stakeholder Management	Building a true partnership with internal and external stakeholders is key for an organization to learn and to develop and grow in a sustainable way. Create added value for all stakeholders is key for sustainability and further development of your business.			
23. RASCI Model (Responsibility Matrix)	This Responsibility matrix helps you not only to clarify the 'who does what' but also be aware of actively engaging stakeholders in the different phases of your action plan (and get their support, inform them, get them associated to the decision, etc....).			

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24. Impact / Effort Matrix	This is a job-aid that can help groups to focus on actions that keep a balance between the expected impact of these actions and the effort needed to get them implemented successfully.			
25. Statement Game	Inclusion, dialogue and co-creation are important building blocks for a learning organization. A statement game is an activity that helps groups to listen to people's position and arguments, develop empathy, without the need to 'win the argument'			

These tools are of course not 'new' or invented by Move! Most of these techniques or variations of them are widely spread in the field of Organizational Development. For some, the source is clear, some are also assembled based on different traceable ideas and sometimes it is not very clear where a model or acronym comes from. In any case we tried to reference the material to its original source and we tried to respect copyrights. If you think we got wrong references or we did not respect your copyrights, please contact us so we can remediate that as soon as possible.