

Order Form

Complete this section below and fax or mail

Kit choices



Basic Sticky Wall Kit in cardboard case

No. Price
\$480 \$

BPI Sticky Wall Kit

with Basic & Process Mapping tools
in cardboard case

\$730 \$



Wheel-about BPI Sticky Wall Kit

with Basic & Process Mapping tools
in BizKit-branded nylon Wheeler case
with pockets and warranty

\$860 \$

Consumables and extras

Repositionable Adhesive Spray (transport restrictions apply)	\$25	\$
Set of BPI Symbols	\$130	\$
Roll of Gaffer Tape for mounting the Sticky Walls	\$15	\$
Set of blank cards in 2 card sizes and 2 colours	\$30	\$
Box of 12 extra fine point blue marker pens	\$37	\$
Pad of 20 paper ICOM charts	\$85	\$
Extra Sticky Wall 3 x 1.5m	\$132	\$

Totals including 10% GST

\$

Delivery charges (will vary with location & method)

\$

Total Order Value

\$

Please note

Prices are in Australian dollars valid at 1/12/08 and may change
Payment methods include direct deposit, cheque or Mastercard and Visa online
A fee of 2% applies to online credit card transactions

Delivery and contact information

Name

Address

City

State/ Province

Postcode/Zip

Country

Other contact information

Email

Phone

For more information and to order

M & M Consulting Services Pty Ltd
9a Lucinda Road
Marsfield
NSW 2122
Australia

Phone +61 2 9878 4246
Fax +61 2 9878 8449
Email contactus@bizkits.biz
Web www.bizkits.biz
ABN 31 076 454 638

BizKit Facilitation

The Preparedness Factor

A BizKit Facilitator is a very important person. Such a person should be able to conduct meetings in a mature fashion and in a way that allows participants to feel satisfied when they are finished.

There are 4 factors that are needed to make a master facilitator:

- Co-ordination** – the capacity to draw the best out of others, encouraging them to contribute and to identify with group objectives.
- Resourcefulness** – the ability to get out and about, meet others and open up new opportunities and possibilities.
- Diplomacy** – the ability to handle a wide range of individuals and difficult people with diplomacy and discretion.
- Preparedness** – the application of a high level of planning and preparation.

The first 3 factors are innate – you either have them or you don't. These 3 factors provide the potential to become a master facilitator. They are necessary but not sufficient.

The 4th factor completes the set and it can be learnt. Analysis, training and mentoring can provide the **Preparedness Factor**, enabling a suitable facilitator to better realise his or her full potential.

Using Belbin® team role analysis to understand strengths and weaknesses, facilitators will learn how to use these to advantage and become a master facilitator. Belbin analysis, BizKit training and mentoring are available on request.

Facilitation – the  way

Available from M & M Consulting Services



Sticky Wall Kit

making
business
improvement
easier

What is the BizKit Sticky Wall Kit?

It's a facilitator's toolkit to help capture a team's ideas and information and rearrange them in more effective ways. It contains Sticky Walls to reposition items on, as well as special pens, cards and symbols to develop ideas and plans. The Sticky Wall Kit contains all the equipment needed for facilitating business planning and improvement meetings, with a range of options available for different needs and situations.

Every Facilitator's Dream Come True

A facilitator, charged with helping a team come up with the best results, wants a quick and easy way to run a session that works first time. The Sticky Wall Kit provides a practical, flexible and proven system for improving team productivity.

Methods, instructions and templates are included to help facilitators get the most from the Kit. Kits are supplied with enough consumables for 12 people at about 6 events using two Sticky Walls per event. Extra supplies of consumables are readily available.

Ways to use the Sticky Wall Kit

With the Kit, a facilitator can create a temporary team workspace instantly, hanging the Sticky Walls on any interior wall quickly and simply. Sticky Walls are ideal for:

- Workshops and training programs
- Campaign or bidding war rooms
- Project planning sessions
- Noticeboards



Sticky Walls are used to draw people to work together, providing a common focal point and workspace.

Many Different Applications

- To generate tasks for a project work breakdown, give everyone cards and marker pens supplied in the Kit. Ask them to write the tasks that need to be done on the cards, put them on the Sticky Wall and reposition them, creating a project schedule with Gantt chart and dependencies.
- To generate ideas in a brain storming session, ask the team to write each of their ideas on a card. Put the cards on the Sticky Wall so everyone can see the ideas. As categories of ideas become apparent, reposition the cards under a heading card. Combine different cards to make new ideas.
- To map a high-level process, use process modelling symbols to describe it. Reposition the symbols on the Sticky Wall in different sequences and combinations to produce the best process flow.

Basic Sticky Wall Kit for general use

The Basic Kit comes in a cardboard case with a hinged lid for easy access and side slot handles for convenient carrying. It contains:

- 2 BizKit Sticky Walls of navy blue 200 Denier nylon fabric 3m wide by 1.5m high
- 1 aerosol can of Repositionable Adhesive Spray for preparing the Sticky Walls (cannot be included in kits transported by air)
- 2 rolls of Gaffer Tape 45mm wide by 10m long
- 1 box of assorted pins
- 1 set of blank cards for writing on in 2 card sizes in 2 colours
- 1 box of 12 blue marker pens with extra fine points for card writing
- Facilitator's Guidebook with instructions and session methods

BPI Sticky Wall Kit for process improvement

The BPI Kit comprises the Basic Kit above plus process modelling tools for business improvement:

- Set of process symbol pads with 50 sheets in each pad
- 1 box of 12 blue marker pens with extra fine points for process symbol writing
- 20 ICOM paper charts
- Process improvement templates on CD



Neatly packed in the optional wheel-about case, the Kit is easily transported anywhere from meeting rooms to airports.