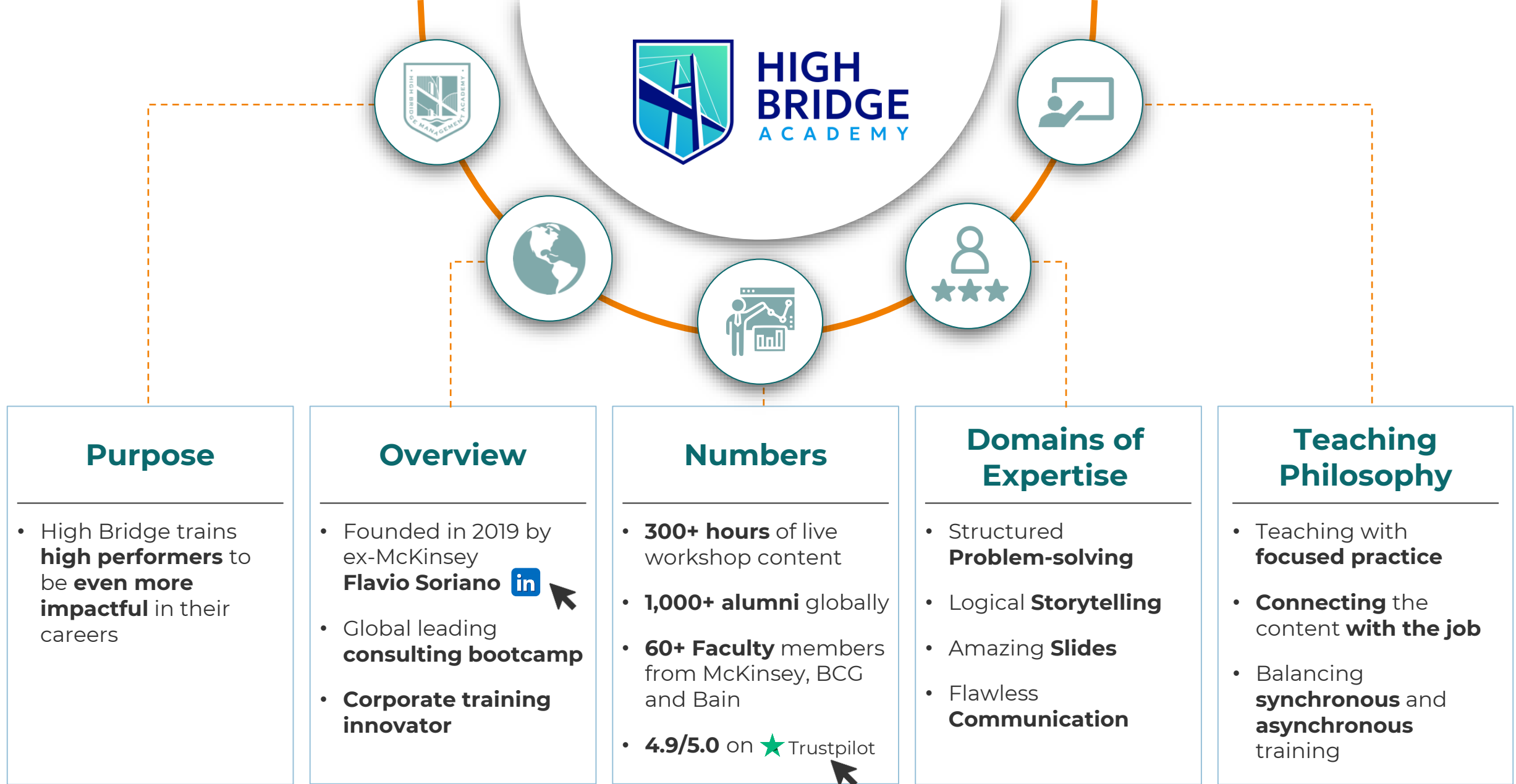


# High Bridge

## Business Excellence Bootcamp

### Program Brochure





High Bridge is uniquely positioned to upskill teams to solve problems better & faster

# High Bridge has a global Faculty of ex-McKinsey, Bain and BCG consultants

60+

ex-McKinsey,  
Bain and BCG  
Faculty



# We have trained analysts for several leading organizations

McKinsey  
& Company



BCG

 OliverWyman

 **accenture**

KEARNEY

  
**Delivery Hero**



Medtronic



CHALHOUB GROUP

 **experian**™

**Deloitte.**

# Student Stories



*A huge impact on the start of my career*



**Lea L.**  
Timmermann Group

*For me, it's a pretty huge impact because I am just in the start of my career so there were a lot of new things to learn. In the future, I will use a lot of topics we talked about in the bootcamp.*

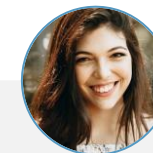
*The faculty comprises of industry practitioners*



**Jill S.**  
Timmermann Group

*The main difference was that the faculty had practical backgrounds, so people who have worked in the field of consulting who had a lot of knowledge from real business life*

*My managers noticed my growth*



**Amanda D.**  
Roland Berger

*I began without basic hard skills and structured communication, but the bootcamp helped me excel in these areas. The high- quality content made a difference. As I incorporated the course lessons into my routine my managers definitely noticed my growth.*

*Simply invaluable*



**Yug S.**  
Bain & Company

*The contribution High Bridge has made to my success has been simply invaluable. Transitioning from financial services to Consulting, gaining access to experienced professionals with genuine consulting experience, and learning from their engaging workshops have equipped me to stand out in the field.*

*Would have taken years to learn on my own*



**Amogh N.**  
DHL Consulting

*High Bridge was a great learning experience for me. It provided me with skills and concepts that would have taken years to learn on my own. The High Bridge Faculty are highly experienced, conduct interactive sessions, and empathize with the challenges we face.*



# The High Bridge Global Team



**Flavio Soriano**  
Founder



**Ale Hejase**  
General Manager



**Alyssa Camille**  
Head of Operations



**Robert Kamerer**  
Head of Marketing



**Shruti Raj**  
Head of People



**Brunella Soriano**  
Head of Finance



**Pathik Jhaveri**  
Associate



**Carrie Zhu**  
Associate



**Humberto Miyataki**  
Associate



**Felipe Campos**  
Associate



**Stanley Lai**  
Associate



**Juliana Paez**  
Associate



**Victor Allan**  
Associate



**Arshad Sheikh**  
Associate



**Diana Lazaro**  
Teaching Assistant



**Bryan Alcain**  
Teaching Assistant



**Sophia Leonardo**  
Teaching Assistant



**Erika Veloso**  
Teaching Assistant



# Business Excellence Bootcamp

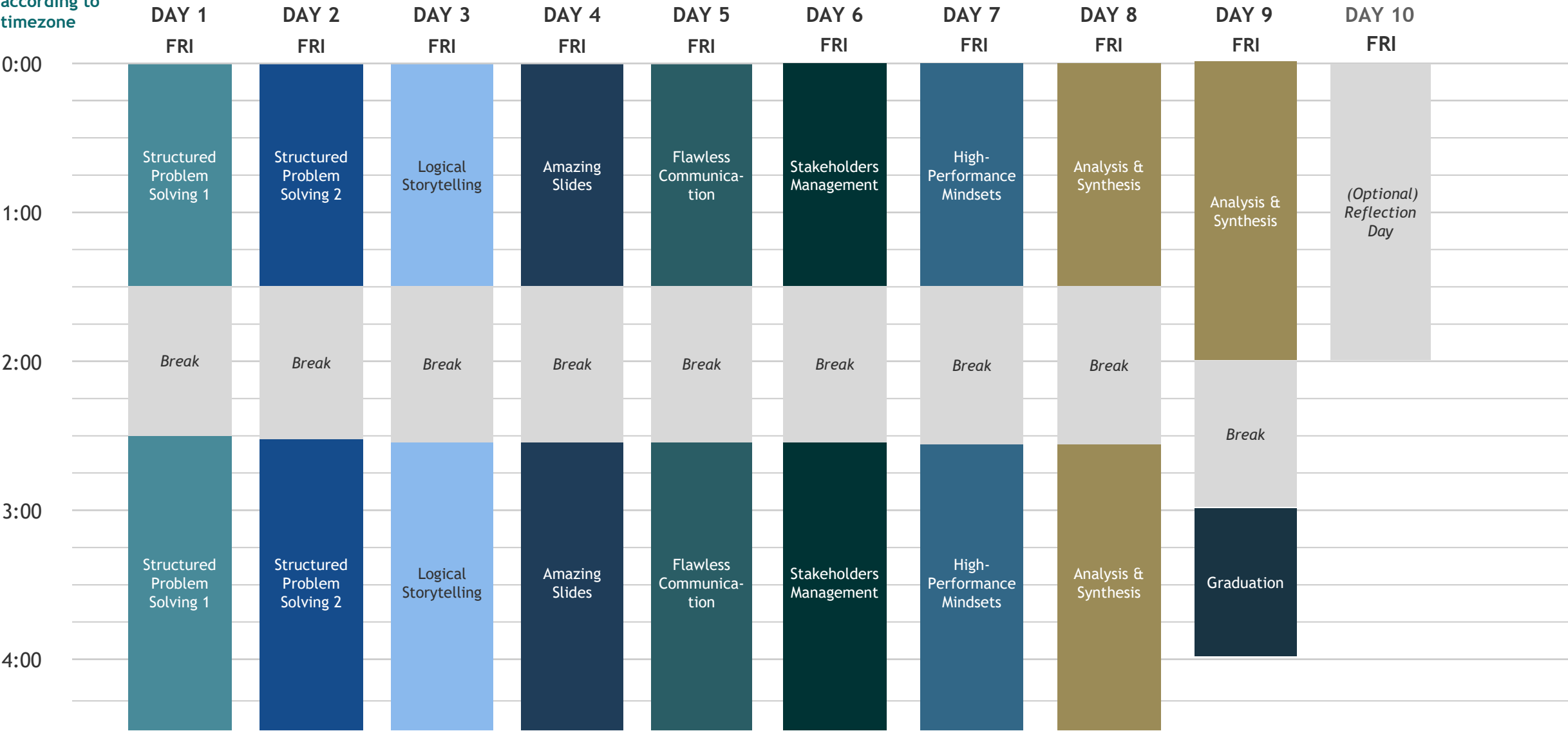
**Fundamentals upskilling** for corporate individuals

# The Spaced Bootcamp is scheduled on Fridays

Once per week







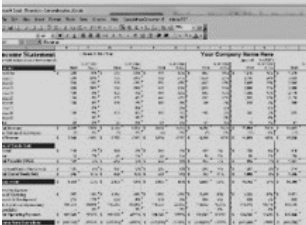
40 hours

Time may vary according to timezone





# The Full Business Excellence Bootcamp covers fundamental work skills

						
420 min	210 min	210 min	210 min	210 min	210 min	330 min
Structured Problem-Solving 1 & 2	Logical Storytelling	Amazing Slides	Flawless Communication	Stakeholders Management	High-Performance Mindsets	Analysis & Synthesis
The “backbone” of the Bootcamp	Arguments & Business Cases	Advanced PowerPoint Skills	Written & Verbal	Manager and other relationships	Top players posture and actions	Breaking complexity down and presenting
EXAMPLE SKILLS						
Defining and structure a problem	Building solid logical arguments of different kinds	Creating top-notch pages from scratch	Writing strong e-mails and messages	Establishing rapport and a good reputation with anyone from the first contact	Adopting a true “owner mindset”	Cleaning databases to prepare them for analysis
Creating hypotheses and workplans	Evaluating the validity of arguments and the strengths of premises	Avoiding common pitfalls when creating pages	Making concise verbal progress reports	Managing the relationship with your manager	Being end-goal oriented and thinking critically no matter what	Running analysis and knowing when to outsource it to analytics experts
Collecting information and conducting analysis	Spotting common logical fallacies in arguments	Using the dummy-deck technique to apply the hypothesis-driven approach that saves a ton of time	Exchanging ideas efficiently at meetings		Persisting with optimism in the face of adversity	Creating correct and flexible models
Synthesizing actionable recommendations						Synthesizing and presenting results

# Take a Sneak Peek

02:29





## Structured Problem-Solving 1 & 2



### Why do I need this?

- Problem-Solving is the bread and butter of leading professionals: it's the main skill companies look for
- In order to unlock the most value, projects follow a rigorous Problem-Solving methodology

### Example Skills

- Defining and structure a problem
- Creating hypotheses and workplans
- Collecting information and conducting analysis
- Synthesizing actionable recommendations

### Bonus

- Craft powerful interview guides to have effective client meetings
- Clean messy databases
- Learn the main types of analysis you can perform

**Full Syllabus**





## Logical Storytelling



### Why do I need this?

- Sharp logic is essential to disentangling complex problems
- Clear thinking makes the work easier and faster
- Logical thinkers communicate ideas more effectively and unlock the full power of teams

### Example Skills

- Building solid logical arguments of different kinds
- Evaluating the validity of arguments and the strengths of premises
- Spotting common logical fallacies in arguments

### Bonus

- Reveal hidden assumptions that can make or break a conclusion
- Visualize fuzzy arguments clearly
- Define whether a premise can be considered a fact

**Full Syllabus**





## Amazing Slides



### Why do I need this?

- We convey work ideas the fastest using storylines and slides
- Mastering the art of creating great slides requires focused practice

### Example Skills

- Creating top-notch pages from scratch
- Avoiding common pitfalls when creating pages
- Using the dummy-deck technique to apply the hypothesis-driven approach that saves a ton of time

### Bonus

- Learn what type of graph to use for what purpose
- Write the appropriate topic sentence for a slide
- Apply shortcuts to work faster

**Full Syllabus**



## Flawless Communication



### Why do I need this?

- Knowledge workers must exchange large amounts of information daily, and they must do so efficiently
- Great analysis is worthless if communication fails

### Example Skills

- Writing strong e-mails and messages
- Making concise verbal progress reports
- Exchanging ideas efficiently at meetings

### Bonus

- Learn the main problems of bad e-mails
- Use the appropriate tone to make requests
- Assess the risk of events to decide what to communicate

**Full Syllabus**



## Stakeholders Management



### Why do I need this?

- Every business is first and foremost a people business, and your success is closely tied with your ability to manage the relationships with your team and clients
- Many situations you will face are ambiguous and will require strong judgment to make the right decision

### Example Skills

- Establishing rapport and a good reputation with anyone from the first contact
- Managing the relationship with your manager

### Bonus

- Adopt an open mindset to receive feedback
- Defuse tensions constructively and unlock new levels of collaboration
- Establish and communicate your priorities

**Full Syllabus**



## High-Performance Mindsets



### Why do I need this?

- Sustained top performance is only possible with the right mindset
- Too much or too little of any mindset is problematic and achieving balance is not trivial

### Example Skills

- Adopting a true “owner mindset”
- Being end-goal oriented and thinking critically no matter what
- Fueling your curiosity to understand and create impact
- Persisting with optimism in the face of adversity

### Bonus

- Understand how to take the shortest path to the answer
- Push back on your manager or client when you must
- Look for positive exposure and be a memorable team member

**Full Syllabus**





## Analysis & Synthesis



### Why do I need this?

- Analysis is part of any leading professional's life and Excel is still the most ubiquitous software used for analysis
- Advanced Excel proficiency is one of the most significant time-savers for analysts

### Example Skills

- Cleaning databases to prepare them for analysis
- Running analysis and knowing when to outsource it to analytics experts
- Creating correct and flexible models
- Synthesizing and presenting results

### Bonus

- Learn and practice the most important formulas and shortcuts
- Fix problematic models
- Run sensitivity analyses
- Hand over your model to a new analyst

**Full Syllabus**



# Success Case Timmermann Group

Leading full-service change Consulting firm since 2011 with 50+ employees



## The Case

### Situation

- The **Timmermann Group** is a boutique Consulting firm based in **Germany**. It is the **first full-service change company**.
- It supports organizations in change processes, such as **agile transformations** and **strategy implementations** – paying special attention to **leadership, motivation, and culture**.

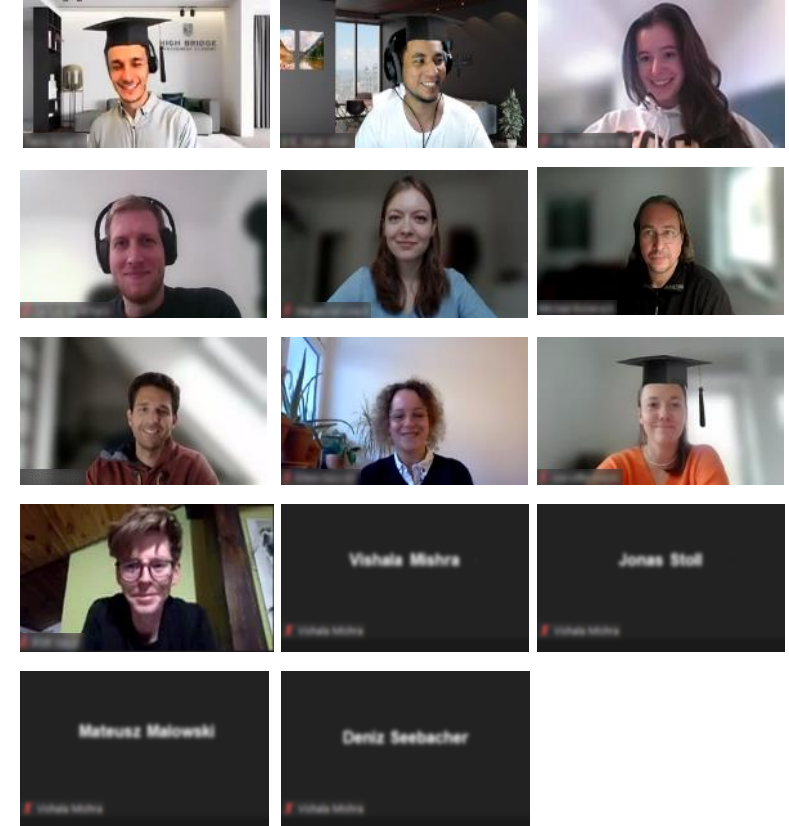
### Complication

- The Timmermann Group is **expanding rapidly** and has identified the **need for a unified foundation of core skills** to be **instilled in new employees** from the outset.
- These skills should be **attainable efficiently** and **cost-effectively**, ensuring their availability for onboarding **future hires consistently**.

### Question

- How can we deliver, in a **short timeframe of 2 weeks**, all the **essential skills** of Problem-Solving, Top-Down Communication and Teamwork to a **cohort of nine diverse Associates?**

## The Training



# Success Case Timmermann Group

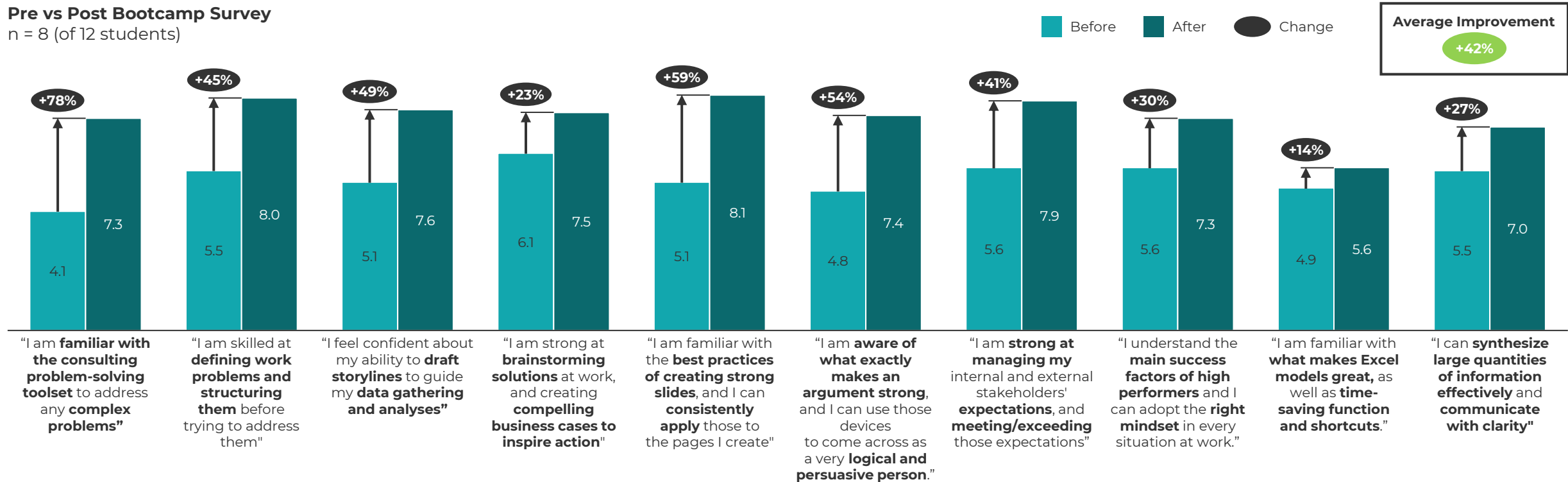
Leading full-service change Consulting firm since 2011 with 50+ employees



## The Results

### Pre vs Post Bootcamp Survey

n = 8 (of 12 students)



*"Although it was time consuming to do next to the daily tasks it was really useful and will lighten my future work"*  
**Associate**

*It was very helpful to do the bootcamp "only" half days with so much input."*  
**HR Specialist**

# Empower your team for the future

[flavio.soriano@highbridgeacademy.com](mailto:flavio.soriano@highbridgeacademy.com)

**To Website**

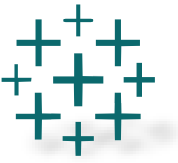






# Other High Bridge Workshops **available upon request**

# Additional Workshops Available



Available upon request\*

## Tableau



### Why do I need this?

- There is always too much data available, and it's hard for humans to make sense of it all
- Data visualization help make insights stand out and drive decision-making

### Example Skills

- Preparing databases to make visualization possible
- Choosing the right data representation format
- Creating dynamic dashboards

### Bonus

- Understand all types of data and when they appear
- Build interactive maps
- Create Marimekko charts

**Syllabus Upon Request**

# Additional Workshops Available



Available upon request\*

**Alteryx**



## Why do I need this?

- Data continues to grow exponentially, and Excel alone does not cut it
- Manipulating databases skillfully will increase your productivity and impact manyfold

## Example Skills

- Cleaning up and preparing “dirty” databases for analysis
- Automating the creation of reports and forecasts to save time

## Bonus

- Identify what did not match in a Vlookup or an Index/Match
- Recognize and avoid common pitfalls

**Syllabus Upon Request**

# Additional Workshops Available



Available upon request\*

## Challenging Meetings



### Why do I need this?

- Professionals often need to change how people do things, which will invariably create conflict
- A lot of the perception of your performance is created in meeting – with your team and with your clients

### Example Skills

- Dealing with hostile clients
- Communicating effectively with unstructured clients
- Maintaining the calm under stressful situations

### Bonus

- Learn how to disarm an unfriendly interlocutor
- Listen actively and explore the reasoning behind claims to respond appropriately
- Use logos, pathos and ethos to persuade

**Syllabus Upon Request**



# Additional Workshops Available



Available upon request\*

## Market Analysis



### Why do I need this?

- Understanding the market well and quickly is crucial for the success of many types of projects
- Time is short and prioritizing what to look for in a Market Analysis is a valuable skill

### Example Skills

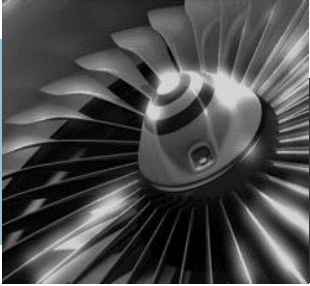
- Structuring the Market Analysis
- Tapping into the appropriate sources of information
- Synthesizing research findings

### Bonus

- Manage the research budget
- Combine primary and secondary sources for top insight
- Find the best public sources of information

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Productivity Boost



### Why do I need this?

- There is always a lot of work to get done, and time is always limited
- High productivity unlocks more free time

### Example Skills

- Adopting the mindsets of the most productive professionals
- Using lists and calendars to get more done in less time
- Leveraging diverse digital resources to accomplish more in less time

### Bonus

- Apply mindfulness techniques that increase productivity
- Disaggregate and aggregate tasks logically
- Re-prioritize deliverables with your manager

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Setting Teams Up for Success



### Why do I need this?

- Starting off on the right foot can make or break a project
- Kicking off a project well requires craft and expertise
- Small signs at the beginning of a project must be properly read to avert disaster

### Example Skills

- Interpreting & acting on the learning objectives shared by the team
- Identifying potential weaknesses early
- Aligning and providing transparency on the work process

### Bonus

- Introducing yourself properly and sharing your workstyle and preferences
- Identify the signs of positive and negative team cultures and address bad-apple behavior

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*



## Delegating



### Why do I need this?

- Doing all the work yourself doesn't cut it when you are leading
- The delegation scope varies immensely according to the task and team member, and is hard to get right

### Example Skills

- Identifying what is delegable and what is not – according to the team you have
- Aligning delegation with personal development plans of team members

### Bonus

- Strike the balance between control and creativity according to the task
- Communicate what success looks like
- Allow for failure as a learning device

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Reviewing Deliverables



### Why do I need this?

- There are many layers to pay attention to when reviewing documents
- It is easy to get lost in the detail and miss what truly matters

### Example Skills

- Establishing clear expectations to avoid “review blindness”
- Adopting the onion approach to reviewing deliverables
- Sharing the review methodology with the team upfront

### Bonus

- Scan models for typical mistakes
- Recognize and react properly to honest vs careless mistakes to build up the culture further

**Syllabus Upon Request**



# Additional Workshops Available



Available upon request\*



## Motivation & Performance



### Why do I need this?

- Sustainable motivation is always intrinsic, but it can be stimulated
- Intellectual performance varies dramatically among individuals with different levels of motivation

### Example Skills

- Understanding the neuroscience behind motivation
- Recognizing intrinsic vs extrinsic motivation and their implications
- Understanding what motivates each individual and what are their triggers to perform

### Bonus

- Shield team members from low-motivated individuals
- Understand the natural cycle of motivation
- Reward performance without unintentionally killing motivation

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Leveraging Individual Spikes



### Why do I need this?

- Individuals have dramatically different skill levels and aptitudes
- Matching the right task to the right person always unlocks immense value

### Example Skills

- Speed-reading team members strengths and interests
- Identifying early potential for stellar performance

### Bonus

- What to look for in stories and behavior to identify spikes
- Assemble a well-rounded team for a project

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Facilitating Meetings



### Why do I need this?

- Reaching the maximum potential of a meeting requires skillful orchestration of the participants
- Poorly run meetings destroy productivity and motivation

### Example Skills

- Setting up the meeting for success
- Building agendas collaboratively
- Leading with questions
- Applying divergent and convergent thinking techniques

### Bonus

- Capture and provide post-meeting feedback
- Adopt continuous improvement practices to meetings

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Managing Client Expectations



### Why do I need this?

- Your Client will be closely paying attention to your words and moves
- Every action or word potentially creates/changes expectations

### Example Skills

- Sharing updates, including bad news, with Clients
- Responding to scope creep professionally and protecting the relationship

### Bonus

- How to effectively underpromise and overdeliver
- Read early signs of unspoken dissatisfaction

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*



## Downward Feedback



### Why do I need this?

- There's a fine line between encouraging and demoralizing a junior team member with feedback, and this line is different for each person
- Feedback is the single most important driver for growth

### Example Skills

- Recognizing the patterns that should trigger feedback
- Framing feedback the best way
- Keeping track of past feedback and assessing team members' development

### Bonus

- Understand what should not trigger feedback
- Adopt the right tone when delivering feedback
- Recognize on-the-spot vs later-on feedback opportunities

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Decision-Making Biases



### Why do I need this?

- Decision-making biases are pervasive and undermine team and client decisions alike
- There are hundreds of biases, but recognizing the few critical ones in their different forms is key

### Example Skills

- Classifying decision as recurrent and strategic
- Recognizing biases such as confirmation, group think, loss aversion, overconfidence and others
- Using decision checklists to minimize biases

### Bonus

- Set up decision-making processes to fight biases
- Diagnose your own decision-making biases

**Syllabus Upon Request**



# Additional Workshops Available



Available upon request\*

## Managing Stress



### Why do I need this?

- There's an optimal level of stress for peak performance, but beyond that it's a slippery slope
- Active stress management goes way beyond breathing exercises

### Example Skills

- Recognizing stress triggers early
- Pre-empting unnecessary sources of stress
- Getting back in control in crisis situations

### Bonus

- Mindsets to keep a balanced and sustainable work rhythm
- Redefine what success means for a more fulfilling life

**Syllabus Upon  
Request**

# Additional Workshops Available



Available upon request\*

## Situational Leadership



### Why do I need this?

- Different leadership hats are required for different team members and contexts
- Leaders who can flexibly change styles accomplish much more than the rest

### Example Skills

- When to delegate, support, coach and direct
- Pros and cons of each leadership style applied to practical project situations

### Bonus

- Identify tasks and project moments where direction is needed
- How to make the pace-setting style really work
- How to be a great coach leader

**Syllabus Upon  
Request**

# Empower your team for the future

[flavio.soriano@highbridgeacademy.com](mailto:flavio.soriano@highbridgeacademy.com)

**To Website**

