

## Simplification of Work Processes & Procedures

### Methodologies, Implementation & Monitoring

Date	Venue	Fees
17 - 21 Mar 2019	Dubai	\$4,950
22 - 26 Sep 2019	Dubai	\$4,950
24 - 28 Nov 2019	Dubai	\$4,950

### Training Course Overview

In today's complex and multilingual workplace, the complete understanding of procedures and work instructions is challenging but essential, so is full compliance. This practical and highly engaging Anderson training course will prepare all participants to design, develop, manage, control, implement, simplify and monitor Work Processes and Procedures and other associated Management System documents such as work instructions, forms, labels and tags. The training course will especially focus on simplifying procedures in order to ensure full understanding by all. This highly practical training course fully prepares delegates to translate Policy into Action by developing the relevant simple to understand and use Procedures written clearly in Plain English.

### Training Course Objectives

By the end of this Anderson training course, participants will be able to:

- Describe the purpose, advantages and structure of a Document Management System
- Demonstrate how management documentation is developed
- Identify who needs to be involved in the process
- Write clearly and simply
- Analyse process flowcharts to simplify the procedures

#### The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course.



### Designed for

This training course will prove to be valuable and productive for all those who are interested in writing, reviewing, simplifying or managing work processes and procedures. Participants of all levels will gain valuable knowledge and skills.

**This Anderson training course is suitable to a wide range of professionals but will greatly benefit:**

- All staff involved in writing procedures or other work process related documents
- Those managing the procedures
- Administration and Secretarial Professionals
- Those involved in auditing work procedures/documentation
- Management System Documentation and Quality Professionals

### Training Course Outline

Among a range of valuable topics, the following will be given high priority:

- The compelling need for simplicity and clarity and how to achieve it
- Analysing and simplifying processes and procedures
- Hands-on procedure writing
- Methods to achieve simplification
- Definitions and use of all relevant documents
- A complete approach to documentation
- Writing simple, clear and concise procedures
- Applying the Plain English Standard
- Design and use of Flowcharts
- Different types of process maps to aid simplification

#### OUR QUALITY STANDARD

Fully Accredited to Ensure the Highest Possible Standard



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