



Certificate in Work Processes & Procedures Simplification

Methodologies, Implementation & Monitoring

► Upcoming Sessions

27-31 May 2024	Dubai - UAE	\$5,950
19-23 Aug 2024	London - UK	\$5,950
21-25 Oct 2024	Dubai - UAE	\$5,950
23-27 Dec 2024	Dubai - UAE	\$5,950
07-11 Apr 2025	Dubai - UAE	\$5,950

► Training Details

Training Course Overview

This highly engaging and practical training course offers participants a valuable opportunity to delve into the principles of Work Simplification. It encompasses various phases, including the design, development, management, control, implementation, simplification, and monitoring of Work Processes and Procedures.

In today's intricate and increasingly technology-driven work environment, there is a pressing need to refocus on Work Simplification. This refocus is vital to assist employees who find themselves inundated with organizational complexities, intricate processes, and information overload. The attainment of core Objectives and KPIs often suffers when work complexity increases, making simplification imperative for achieving challenging goals.

This Anderson training course will feature:

- Exploring the compelling demand for simplicity and clarity, along with strategies to attain them
- Understanding the phases of work simplification through a comprehensive Process Simplification Guide
- Learning how to dissect procedures for the purpose of simplification
- Developing a robust approach to Process Simplification
- Recognizing the necessity of a dedicated team to identify simplification opportunities
- Exploring the alignment of Work Simplification with Total Quality Management (TQM)

Training Course Objectives

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

- Articulate the correlation between work procedure simplification and enhanced individual and organizational performance
- Demonstrate a comprehensive understanding of the principles and practices related to simplifying work processes and procedures
- Effectively implement the various stages of work simplification
- Proficiently simplify intricate and convoluted procedures
- Interpret process flow charts with the objective of streamlining procedures

Designed For

This Anderson training course is designed to be beneficial and impactful for individuals engaged in writing, reviewing, simplifying, or overseeing work processes and procedures. Professionals at all experience levels can expect to acquire valuable knowledge and skills from this course.

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

- ▶ Personnel responsible for creating procedures or other documents related to work processes
- ▶ Professionals tasked with managing work processes and procedures
- ▶ Administrative and Secretarial Professionals seeking to enhance their skills
- ▶ Individuals involved in auditing work procedures and documentation
- ▶ Documentation and Quality Professionals dedicated to improving their expertise

Learning Methods

This Anderson training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a high level of interaction and delegate participation.

The trainer will explain issues using real examples and will then involve the delegates in discussion, practical examples and workshops. A range of methods including discussions, case studies, workshops and videos designed to promote understanding and skill building will be used.

▶ Training Details

Day One: Understanding the Business Imperative for Simplification

- ▶ Navigating the Complex Modern Work Environment
- ▶ Identifying Key Drivers of Workplace Complexity
- ▶ Recognizing the Urgent Business Needs for Simplification
- ▶ Defining Processes, Procedures, and Business Documentation
- ▶ Case Study: Simplifying through Standard Operating Procedures
- ▶ Addressing Complexities Arising from Frequent Change

Day Two: Crafting Streamlined Procedures and Workflows

- ▶ Analyzing How Workflows Operate
- ▶ Exploring the Anatomy of Procedures
- ▶ Unpacking the Stages of Work Simplification
- ▶ Rethinking Workflow Design for Simplification
- ▶ Writing Clear, Concise, and User-Friendly Procedures
- ▶ Applying the Plain English Standard

Day Three: Document Development and Automation

- ▶ Efficient Management and Control of Documents
- ▶ Crafting and Drafting Work Instructions
- ▶ Publishing and Distributing Documentation for Accessibility
- ▶ Utilizing Workplace Visuals to Implement Procedures
- ▶ Leveraging Technology and Automation Opportunities
- ▶ Streamlining Electronic Forms for Simplification

Day Four: Analyzing and Streamlining Procedures

- ▶ Creating Cohesive Systems to Prevent Errors and Issues
- ▶ Harnessing Various Flowchart Techniques in Simplification Initiatives
- ▶ Examining Flowchart Elements with BPMN Examples
- ▶ Choosing Between Simplification and Reengineering: Adapting to Technological and Design Advances
- ▶ Identifying Stages in Work Processes with Simplification Potential

- ▶ Crafting a Comprehensive Simplification Action Plan

Day Five: Executing the Simplification Project

- ▶ Identifying Problem Areas through Workflow Analysis
- ▶ Uncovering Opportunities for Streamlining Across the Organization
- ▶ Assembling a Dedicated Simplification Project Team
- ▶ Prioritizing and Sequencing Simplification Targets: Organizational, Individual, and Role-Specific Perspectives
- ▶ Developing and Implementing Action Plans for the New Procedure
- ▶ Real-World Case Studies of Successful Simplification Projects

▶ The Certificate

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

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

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Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

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