informatech




QUALITY AND PRODUCTIVITY | COURSE

# Simplification of Work Processes and Procedures

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# Course content

## Why Attend

'Going back to basics' is the central theme of this highly interactive course, which aims to help participants recognize the need to simplify their organizational processes and procedures.

The course will provide the participants with international best practices, which will help them understand the causes of process complexity and identify areas for improvement by focusing on eliminating waste, simplifying procedures, and standardizing and automating opportunities.

Participants in this practical course will also learn to use tools to map and diagram processes and procedures, revealing issues and opportunities for improvement. Various hands-on tools will allow participants to transfer this knowledge to their organization and expect immediate results.

This course relies on hands-on exercises and the analysis of case studies.

Participants will share ideas and discuss opportunities through presentations and group discussions. In addition, plenary debriefs will enhance the learning experience.

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

• Recognize the principles of organizational design and their linkage to complexity

• Identify the impact of complex policies and analyze the organizational design influence on organizations

• Examine the use of flow charts and workflow techniques in simplification

• Analyze and effectively distribute work allocated to employees in an organizational unit

• Appraise the importance of office layout and processes in terms of improving efficiency

Managers, supervisors, and employees involved in the design or simplification of procedures and end users.

• Applying simplification

• Process mapping

• Implementation of Lean and waste reduction

• Organizational design

• Enhancing productivity

• Simplifying layout design



# Course content

## Course outline

### The Management Process in Perspective

- Management dials and their impact on processes and procedures
- Types of plans
- Organizing and allocating resources
- Directing and controlling individual and organizational performance
- The control process
- Types of control
- Principles of organization design

### Policies and Procedures

- Definitions and concepts
- Importance and goals of procedures
- Signs of complicated procedures
- Simplification defined
- Work simplification goals
- Procedure for developing effective procedures
- Productivity defined
- Causes of poor productivity

### Mapping Simplification of Improvement of Processes and Procedures: Methodologies and Tools

- The methodology of improvement
- Selection of procedures criteria



# Course content

## Course outline

- Data analysis and evaluation
- Suggestions for improvement
- Types of process and procedure maps
- Lean principles to simplify processes
- The eight types of waste
- 5S program to enhance organizational workplace
- Swim lane charts
- ESSA methodology
- Value stream mapping
- Supplier Input, Process, Output, Customer (SIPOC) analysis
- Process auditing (The turtle diagram)
- Procedures process flow chart

### Skills Utilization and Workload Distribution Chart

- The multi-column process chart
- Skills: The 8th Lean waste
- Preparing and analyzing a Work Distribution Chart (WDC)
- Re-allocation of workload and redistribution of jobs
- Innovation, industry 4.0, and impact on processes

### Simplifying Space Design and Layout

- Using a spaghetti diagram for analyzing distance, office, and department layout
- Office/department layout analysis
- Redesigning offices by using office layout charts



# Course content

## Course outline

- Guidelines: Size and layout
- Success factors for simplification of procedures



# Seminar dates

## Available seminar dates

Live dates and pricing for Simplification of Work Processes and Procedures generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 9 - 13 November 2026 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 14 - 18 December 2026 | Barcelona - Spain | Classroom | **€3,080.-** |
| 18 - 22 January 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 February 2027 | London - U.K | Classroom | **€3,360.-** |
| 15 - 19 March 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 19 - 23 April 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 17 - 21 May 2027 | Paris - France | Classroom | **€3,600.-** |
| 21 - 25 June 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 19 - 23 July 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 16 - 20 August 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 20 - 24 September 2027 | London - U.K | Classroom | **€3,360.-** |
| 18 - 22 October 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 15 - 19 November 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 20 - 24 December 2027 | Paris - France | Classroom | **€3,600.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |