



تحقيق التحسين المستمر: الهدف الأساسي في العملية

Duration: 5 Days

Language: ar

Course Code: PO4-126

Objective

:Upon completion of this course, participants will be able to

- Gain insights into business procedures and their elements.
- Employ techniques for process visualisation, assessment, and examination.
- Outline procedures utilising a segment of Business Process Modeling Notation (BPMN).
 - Assess the functionality of a business process.
 - Implement methods for enhancing business processes.

Audience

This course is designed for anyone responsible for project management and continuous organisational improvement. It would be most beneficial for:

- Business Owners
- Project Managers
- Operations Managers
 - Directors
- Chief Executives
 - Team Leaders

- Financial Managers
 - Risk Assessors
 - IT Consultants
 - Data Analysts
- Change & Control Managers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will see real-world case studies of project plans aiming for continuous improvement from start to finish. They will review a trainer-led presentation to discuss the best project management tools and understand how to present their project plans to relevant stakeholders best to secure approval and budget.

They will then work together on group projects to identify process pain points and plan for changes based on data analysis. They will conduct a role-playing activity to present their project plan scope and budget requirements to relevant stakeholders in order to obtain approval.

Summary

Process Management Mapping and Improvement is a systematic approach organisations employ to enhance efficiency, streamline operations, and optimise resource utilisation. It involves the detailed analysis and visualisation of existing processes to identify bottlenecks, redundancies, and areas for enhancement.

Organisations gain a comprehensive understanding of their workflows through techniques like flowcharts, value stream mapping, and process modelling. This understanding is a foundation for implementing strategic improvements, such as automation, standardisation, and reengineering. Continuous monitoring and feedback loops ensure that the processes remain adaptable and responsive to evolving business needs.

Ultimately, Process Management Mapping and Improvement fosters a culture of innovation and continuous improvement within organisations, leading to increased productivity, cost savings, and customer satisfaction.

Course Content & Outline

Section 1: Identifying the Need for Change

- Recognising the necessity for change.
- Understanding drivers of organisational change.
 - Identifying signs indicating change is needed.
- Evaluating the impact of change on stakeholders.
 - Case studies on successful change initiatives.
 - Tools for assessing the need for change.
- Communication strategies for promoting change awareness.

Section 2: Generating an Effect Process Map

- Understanding the importance of process mapping.
 - Identifying key processes within an organisation.
 - Mapping out processes flows accurately.
 - Identifying bottlenecks and inefficiencies.
- Utilising tools and techniques for effective process mapping.
 - Collaborating with stakeholders to refine process maps.
- Case studies on successful process mapping implementations.

Section 3: PDCA ACT of Process Change

- Introduction to the PDCA cycle for process change.
 - Understanding the Plan-Do-Check-Act framework.
- Applying PDCA principles to process improvement initiatives.
 - Implementing planned changes and monitoring results.
 - Assessing the effectiveness of process changes.
- Iterative refinement of processes through the PDCA cycle.
 - Case studies demonstrating PDCA in action.

Section 4: Data to Support Your Hypothesis

- Understanding the role of data in hypothesis testing.
- Identifying relevant data sources for hypothesis validation.
 - Collecting and organising data effectively.
 - Analysing data to support or refute hypotheses.
- Interpreting statistical results to draw conclusions.

- Utilising data visualisation techniques for hypothesis communication.
- Evaluating the reliability and validity of data used in hypothesis testing.

Section 5: Process Analysis & Improvement

- Identifying inefficiencies and bottlenecks in processes.
- Applying Lean and Six Sigma methodologies for process improvement.
 - Implementing process mapping and value stream analysis.
 - Utilising data-driven approaches for process analysis.
- Developing strategies for continuous process improvement.

Section 6: Benchmarking & Evaluating Your Process Changes

- Key performance indicators for process evaluation.
- Comparing process performance against industry standards.
 - Analysing the effectiveness of process changes.
- Benchmarking data to drive continuous improvement.
- Strategies for adjusting processes based on evaluation results.
 - Utilising metrics to quantify process improvements.
- Assessing the impact of process changes on efficiency and quality.
 - Incorporating feedback loops for ongoing process evaluation.
- Aligning process changes with organisational goals and objectives.
- Leveraging benchmarking data to identify areas for further improvement.
- Monitoring trends and patterns to ensure sustained process enhancement.
- Collaborating with stakeholders to refine evaluation criteria and methodologies.

Certificate Description

Holistique Training عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

وخدمة اعتماد التطوير المهني (BAC) معتمدة من المجلس البريطاني للتقييم Holistique Training شهادات ISO 29993، ISO 21001 أو ISO 9001 كما أنها معتمدة وفق معايير (CPD) المستمر.

لهذه الدورة من خلال شهادتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقاً لمعايير خدمة اعتماد Holistique Training التدريب من لأي دورة واحدة نقدمها حالياً CPD حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة

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