

# € TRAINING

Workflow Optimization Using Best Practices





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## Introduction:

This training program is designed for administrative innovation in developing work methods and methods and simplifying procedures to provide participants with the best advanced practices. Participants will be fully aware of understanding the value of continuous development of work methods and mechanisms and simplify procedures to apply the best skills and knowledge acquired in their business environment according to modern innovation and creativity standards.

## Program Objectives:

At the end of this program, the participants will be able to:

- Prioritize actions to support key results and refine innovative thinking skills for simplifying work procedures.
- Identify trends and modern approaches, and use creative tools to develop work methods and improve productivity.
- Apply maps, practical models, and organizational guides in work methods engineering.
- Build a supportive work environment conducive to organizational change and modernization of work mechanisms.
- Analyze basic concepts and steps to enhance the efficiency of work mechanisms and simplify procedures.
- Increase individual and organizational productivity while improving the efficiency and effectiveness of employees.
- Excel in building strategic change initiatives and enhancing efficiency in preparing work maps and designing procedures.
- Utilize flowcharts, graphical analysis, and best practices of excellence in innovative organizational methodologies to simplify procedures and improve work methods.

## Targeted Audience:

- Supervisors who want to enhance their knowledge.
- Managers.
- Team Leaders.
- Operations Specialists.
- Human Resources Professionals.

- Process Improvement Specialists.

## Program Outline:

### Unit 1:

#### The concept of work simplification and its importance:

- Preparing and analyzing a work distribution chart.
- Redivision of workload and redistribution of jobs.
- Simplify procedures to improve productivity.
- Improve the internal layout of the workplace.
- Increasing employee empowerment and increasing human performance.
- Developing a better work environment and reducing waste and loss of time and usual work.
- Improve the efficiency and effectiveness of staff and models.

### Unit 2:

#### Symptoms and diagnosis of the complexities of work procedures:

- Work backlog.
- The steps are multistage.
- Unproductive labor force.
- Refer to large numbers of files.
- Lots of employee movements.
- Multiple stages of control and review.
- Unnecessary or meaningless signatures and approvals/copies.
- A typical case for formalities, business procedures, and complex forms.

### Unit 3:

#### Stages of applying work systems development and simplifying procedures:

- Organizational structure and methods of analysis and identification of areas of strength and weakness importance, objectives, tasks.

- Human aspects of organization and methods.
- Ways to define new procedures in the organization.
- Methods of documenting new procedures and preparing a procedures manual.
- Process diagrams and flowcharts.
- Business networks method in the design and development of operations.
- Preparing detailed steps for carrying out operations.

#### Unit 4:

##### Use workflow maps to simplify procedures:

- Detailed maps of information processing and streamlined workflow.
- Multi-column Action Maps.
- Preparing and analyzing workflow charts.
- Streamlining procedures and suggesting changes.
- Lean principles to simplify mechanisms.
- Preparing process summary maps.
- Determine the required records and forms in each map.
- Work analysis, discovery and change of added and redundant procedures.
- Preparing and documenting the new documentary cycle of the procedure, and designing the forms and records required for it.

#### Unit 5:

##### Human factors in simplifying work:

- Criticism resistance.
- Resistance to change.
- Change strategies.
- Participate in responsibility management.
- Participate in making decisions.