

€ TRAINING

Business Process Analysis and Modelling





Business Process Analysis and Modelling

Introduction:

This workshop is designed to equip participants with the tools and techniques needed to analyze, model, and optimize business processes. It focuses on identifying inefficiencies, designing effective workflows, and improving organizational performance through structured methodologies.

Workshop Objectives:

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

- Understand the principles of business process analysis and modeling.
- Identify inefficiencies and improvement opportunities in workflows.
- Develop accurate process models using industry-standard tools.
- Apply techniques to redesign processes for optimal performance.
- Build frameworks for continuous process improvement and monitoring.

Target Audience:

- Business analysts focused on process optimization.
- Project managers involved in process improvement initiatives.
- Operations managers seeking to streamline workflows.
- IT professionals working on process automation projects.
- Professionals aiming to enhance organizational efficiency.

Workshop Outline:

Unit 1:

Foundations of Business Process Analysis:

- Understand the role and importance of process analysis in organizations.
- Identify the key components of business processes.
- Learn how to document and map existing processes effectively.

- Discuss tools and techniques for analyzing workflows.
- Explore common challenges in process analysis and how to address them.

Unit 2:

Process Modelling Techniques:

- Learn the fundamentals of process modeling and its applications.
- Use modeling tools such as BPMN Business Process Model and Notation.
- Develop skills for visualizing processes clearly and accurately.
- Understand the relationship between process models and organizational goals.

Unit 3:

Optimizing and Redesigning Processes:

- Identify inefficiencies and bottlenecks in current processes.
- Explore techniques for redesigning workflows to improve efficiency.
- Learn methods for implementing process improvements effectively.
- Discuss strategies for measuring and monitoring process performance.
- Establish a framework for continuous improvement in process management.