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بروجاكس للتدريب والتطوير  
Projacs Training and Development

# Simplification of Work Processes and Procedures

تبسيط وانهاء اجراءات الاعمال اليومية بفعالية

02 – 06 February 2020

Bahrain

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



## Introduction

All business activities are governed by work procedures. Much effort is spent on looking at how to establish and carry out procedures, and, while this is important, it sometimes overshadows the importance of effectively capturing and documenting the optimum method of carrying out the procedure.

This practical course shows how to design, develop, manage, control, implement and monitor work procedures and associated Management System documents such as work instructions, forms, labels and tags. It will also show how to analyze and simplify procedures.

## Objectives

- Increased understanding of the benefits of using procedures
- Knowledge on how to develop an appropriate documented Management System
- Develop authoring skills, which will be useful tools in all types of management system documentation creation, to help ensure concise, accurate and complete documents.
- Ability to analyse and improve procedures and work instructions
- Understand the importance of managing and auditing the Management System documentation

## Who Should Attend?

This program will prove to be a useful and productive for all those who are interested in writing, reviewing, and simplifying or managing work procedures. It will be of benefit to:

- All staff involved in writing procedures or other work process related documents.
- Those managing the procedure/Management System documentation
- Those involved in auditing work procedures/documentation

## Course Outline

### Day One

#### **Introduction—The Business Need for Procedures**

- Introduction
- Management Systems: Why we need them and what they are
  - What all organizations need to do
  - Customers and meeting their requirements
  - The 5 main work quality issues
  - Management systems concepts
  - The need for documentation
- Management System Structure
- Policies
  - Purpose, customers and content
  - Writing policies

### Day Two

#### **Designing and Developing Procedures**

- Preparing to document the Management System
- Procedures Part 1
  - Purpose, customers and content
  - Writing procedures
- Guidance on writing clear, concise procedures
- Procedures Part 2

### Day Three

#### **Documentation Standards and Control**

- The influence of ISO9001 and other related standards
- Work instructions
  - Purpose, customers and content
  - Writing work instructions
- The Management and control of Documents
- Forms:
  - Purpose, customers and content
  - Developing forms
- Tags & labels
  - Purpose, customers and content
  - Designing Tags and labels
  - Electronic tagging
- Records: what they are and their importance

## **Day Four**

### **Analyzing and Simplifying Procedures**

- The use of Flowcharts
  - The problem with text and how the flowchart solves it
  - What is a flowchart
  - Flowchart symbols
  - How to draw a flowchart
  - How to interpret a flow chart
  - Value added maps
  - Functional Deployment
- The eleven steps to analyzing and simplifying procedures

## **Day Five**

### **Planning System Development & Ensuring its Integrity**

- Planning the development of a Management System
  - The need for a plan
  - Which procedures do we write first? why?
  - Management support
  - Documentation lifecycle
- Management System review: the power of auditing

## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **2,950USD**  
*\*VAT is Excluded If Applicable*

## مقدمة

تخضع جميع الأنشطة التجارية لإجراءات يومية وينفق الكثير من الجهد في النظر في كيفية تأسيس وتنفيذ هذه الإجراءات، وهذا يلقي بظلاله في بعض الأحيان على أهمية توثيق الأسلوب الأمثل لتنفيذ الإجراءات بفعالية.

يظهر هذا المسار العملي كيفية تصميم وتطوير وإدارة ومراقبة وتنفيذ ورصد إجراءات العمل وما يرتبط بها من وثائق في نظام إدارة تعليمات العمل والنماذج. وكذلك كيفية تحليل وتبسيط الإجراءات.

## الاهداف

- زيادة فهم فوائد استخدام الإجراءات
- معرفة كيفية تطوير نظام إدارة موثوق ومناسب
- تطوير المهارات، والتي سوف تكون أدوات مفيدة في نظام الإدارة
- القدرة على تحليل وتحسين الإجراءات و تعليمات العمل
- فهم أهمية إدارة وتدقيق نظام إدارة الوثائق

## الحضور

- جميع الموظفين المشاركين في الإجراءات الكتابة أو غيرها من الوثائق.
- المتورطين في عمل إجراءات العمل / تدقيق الوثائق