

Course Overview:

The course will provide the participants with international best practices which will help them understand causes of 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.

Course Objective:

- Recognize the principles of organizational design and their linkage to complexity
- Identify the impact of complex policies and procedures in organizations
- Examine the use of flow charts and work flow techniques
- Compare various tools for simplification and mapping
- Analyze and effectively distribute work allocated to employees in an organizational unit

Course Outline:

- The management process in perspective
- Types of plans
- Policies and procedures
- Definitions and concepts
- Mapping simplification of improvement of processes and procedures methodologies and tools
- Concept and importance of work distribution chart
- Preparing and analyzing a work distribution chart
- Simplifying space design and layout
- Using spaghetti diagram for analyzing distance and department layout

Who Should Attend:

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

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Venue | Date | Fees

Riyadh | 08-10-2023 | 10,350 SAR
Khobar | 17-12-2023 | 10,350 SAR
ONLINE | 17-12-2023 | 7,475 SAR