MERCURY

Successful Management Orientation In Simplifying Procedures Of The Functional Process

21 June – 2 July 2027
Kigali (Rwanda)



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Ref: 15048_1061377 **Date:** 21 June – 2 July 2027 **Location:** Kigali (Rwanda) **Fees:** 9500 Euro

Introduction:

Back to the basics is the main theme of this interactive course for participants who aim to simplify the functional processes within their organizations. The successful management orientation for simplifying functional processes course imparts the best global practices.

This successful management orientation for simplifying functional processes course provides insight into the causes of complexity. It pinpoints areas needing improvement by targeting waste and advocating for simplified procedures, standardization, and automation opportunities.

Participants will learn valuable process planning tools, how to identify problems and techniques for functional process improvement, and they will receive practical training. This successful management orientation for simplifying functional processes training hands-on approach ensures that participants can apply this knowledge within their companies to yield immediate results.

Targeted Groups:

- Managers and Supervisors.
- HR Professionals.
- Quality Management Professionals.
- Employees involved in the design and simplification of work procedures.
- End-users of these processes.
- Individuals are eager to acquire critical knowledge to enhance their professional standing.

Course Objectives:

Upon completion of this successful management orientation for simplifying functional processes course, participants will be able to:

- Utilize understanding and practical information to apply successful management techniques and simplify work.
- Design, streamline, and minimize unnecessary business correspondence.
- Confront resistance to change and adopt advanced management orientation to evolve work systems and simplify procedures.

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Targeted Competencies:

Upon completion of this successful management orientation for simplifying functional processes training, participants' competencies will be able to improve:

- Change management.
- Development of a simplistic mindset.
- Proficiency in mapping processes.
- Organizational design skills.
- Ability to enhance productivity.
- Capacity to simplify, design, and plan procedures.

Simplified Procedure and Functional Process Improvement:

This successful management orientation for simplifying functional processes course emphasizes the need to reduce complexities in work procedures and enhance the functional process. Participants will focus on simplified procedures that enhance functional process meaning and lead to functional process improvements. They will explore successful management practices to simplify systems, fostering a streamlined organizational environment conducive to productivity and growth.

Course Content:

Unit 1: Symptoms and Diagnosis of Complications in Work Procedures:

- Accumulation of work.
- Multistage steps.
- Non-productive workforce.
- Excessive reliance on file referrals.
- Frequent staff movements.
- Multiple layers of control and review.
- Redundancies in signatures and approvals with duplications.

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Unit 2: Phases to Simplify Work:

- Select and define the work or works to be simplified or improve performance.
- Record the details of this work details of the tasks.
- Analyze task details why, how, what, where, when, and who.
- Reaching the maximum possible improvement.
- Establish a new, improved way of doing the job.
- Apply and follow the developed method.
- Simplify work techniques.
- Distribution work Schedule.
- The to-do list.
- List of activities.
- Analysis.
- What are time-consuming activities?
- Where are the necessary activities?
- Is it the best use of human potential?
- Have staff performed many tasks that are outside of basic work?
- Is the work distributed evenly?
- Flow Process Table.
- Basis of preparing the table.
- Use Symbols.
- Operation.
- Movements.
- Investigation.
- Delay.
- Storage.
- Analyze the table.
- What's going on?
- What is his necessity?
- Where should I be?
- When and in what order?
- Who is doing this task, and how will it be performed?

Unit 3: Work Statistics:

- The definition.
- Business units.
- Work scheduling.
- Related tasks.
- Division of labor.
- Bottlenecks.
- Required workers.
- Attract attention.

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Unit 4: Measuring Work Statistics:

- Choosing relevant factors
- Setting measurement conditions
- Breaking down the work into measurable elements

Unit 5: Timing Each Task:

- Backward.
- Cumulative.
- Calculate the rate.
- Time Selected.
- Normal time.
- Deductions.
- Standard time.
- Study the delay rate.
- Calculate time through models.

Unit 6: Economics of Movement:

- Workplace.
- Dimensions of the human body.
- Fundamentals of the study of the labor movement.
- Hands movement.
- Fingers movement.
- Arms movement.
- Movement of legs and body.
- Combined movements.
- Layout Studies.
- Workplace Maps.

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Unit 7: Work Flow Methods:

- Forms.
- Sequential form.
- Parallel model.
- A combined model of the unit.

Unit 8: Factors Controlling Workflow:

- Work factors.
- Workload.
- Oscillation in the workload.
- Partial loss.
- Availability of work tools and equipment.
- Workplace space.

Unit 9: Worker Factors:

- Staff specialties.
- Employee skills.
- Working time.
- Timing of work.
- Flexibility.
- Regulatory regulation.
- Employees' interests and interests.

Unit 10: Management Factors and Objectives:

- The speed.
- Economy in manpower, equipment, and cost of units.
- Quality.
- Accuracy.
- Consistency.
- Suitable for the public.

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Unit 11: Controlling and Streamlining Paperwork and Forms:

- Simplicity and homogeneity as goals.
- Elements of controlling paper forms.
- Objective direction.
- Question Direction.
- Registration.
- Analysis.
- Standardization.
- The definition.
- Specifications.
- Effective functional preservation of forms.
- Administrative Group Forms.
- Financial Group Forms.
- Production Group Forms.
- Material Collection Forms.
- Maintenance Group Forms.
- Digital archiving of forms.
- Standardization of forms.
- Size and shape.
- Number of copies.
- Weights and grades.
- Colors.
- Printing.
- Mechanical properties.
- Numbering.
- Reproduction.
- Dates.
- Development / Evaluation / Control.
- Analysis of forms.
- Ways of writing.
- Procedures.

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- The design.
- Transcription.
- Determine the path of the forms.
- Amounts.
- Original and Transcription.

Unit 12: Human Factors in Work Simplification:

- Reject criticism.
- Resist change.
- Habit.
- Dependency.
- Vision.
- Insecurity.
- Backing down.
- Change strategies.
- Join hands to solve problems.
- Appreciation.
- Compile the efforts of the working groups.
- Organizational Guide.
- Participation in management.
- Participation in decision-making.