



Successful Management Orientation In
Simplifying Procedures and Systems Of
The Functional Process



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Introduction:

"Back to the basics" is the main topic of this interactive course, which is designed for those participants to simplify the processes that take place, this course provides participants with best global practices, and helps them to understand the causes of complexity and identify areas of improvement by focusing on eliminating the causes of waste and simplifying procedures, standardizing and automating opportunities. In this course, participants will also learn the tools of process planning, identifying problems and improving opportunities, and various practical training tools provide participants with an opportunity to transfer this knowledge to their organization and show immediate results.

Targeted Groups:

- Managers and Supervisors
- HR Professionals
- Quality Management Professionals
- Employees who participate in the design and simplification of work procedures.
- End-users of these actions.
- Individuals who want to gain new important knowledge to enhance their profile

Course Objectives:

At the end of this course the participants will be able to:

- Integrate understanding and practical information on the best methods and techniques to simplify the work.
- Design, simplify, and reduce unnecessary business correspondence.
- Overcome resistance to change and advanced administrative direction to develop work systems and simplify procedures

Targeted Competencies:

- Change management
- Simplistic mindset.
- Mapping process.
- Organizational design
- Boost productivity
- Simplify, design, and plan procedures

Course Content:

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

- Accumulation of work.
- Multistage steps.
- Non - productive workforce.
- Refer to large numbers of files.
- Many staff movements.
- Multiple stages of control and review.
- Unnecessary or meaningless signatures and approvals / multiple copies.

Unit 2: Ways/Phases to Simplify Work:

- Select and define the work or works to be simplified or to improve its 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 the best use of human potential done?
- Have staff performed many tasks that are not related to basic work?
- Is the work distributed evenly?
- Flow Process Table.
- Basis of preparing the table.
- Used 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 to perform it?

Unit 3: Work Statistics:

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

Unit 4: Methods/Steps of Work Statistics Measurement:

- Factor selection.
- Calendar conditions.
- Divide the work into elements.

Unit 5: Determine How Long Each Item Will Perform By:

- 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.

Unit 7: Work Flow Methods:

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

Unit 8: Workflow Control Factors:

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

Unit 9: Workers 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.

Unit 11: Control and Identification of 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.
- the design.
- Transcription.
- Determine the path of the forms.
- Amounts.
- Original and Transcription.

Unit 12: Human Factors in The Simplification of Work:

- 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.