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Simplification Of Work Processes And Procedures

Introduction

This course aims at providing participants with through understanding & working knowledge on the most effective methods & techniques for the work simplification. The course will be also covering the human factors & how participants overcome resistance to change.

Objectives

By the end of the program, participants will be able to:

- Analyze the basic concepts and steps in work simplification.
- Practice the use of flow charts, office layout charts and work distribution charts.
- Simplify complicated procedures as part of a number of case studies.
- Analyze and distribute work allocated to employees in an organizational unit.
- Justify how the simplification of work procedures will increase individual and organizational productivity.

Course Outline:

The Management Process in Perspective

- Planning the Work
- Organizing and Allocating Resources
- Directing and Controlling Individual and Organizational Performance

The Organizing Function

- The Organizing Process
- Principles of Organizing
- Designing Organizational Charts
- The Direct Link between Charts and Procedures

Policies and Procedures

- Definitions and Concepts
- Signs of Complicated Procedures
- Importance and Goals of Procedures

Work Flow Techniques in Offices

The Stages of Work Simplification

The Use of Flow Charts in

- Simplification of Procedures

- Info Processing Flow Charts
- Simple Process Flow Procedure Charts
- Multi Column Flow Process Charts
- Preparing and Analyzing Flow Charts

Simplifying Procedures and Recommending Changes

Concept and Importance of Work Simplification

- Preparing and Analyzing a Work Distribution Chart
- Re-allocation of Workload and Redistribution of Jobs

Office Design and Layout

- Redesigning Offices by Using Office Layout Charts
- Simplification of Office Paperwork

Work Simplification Supporting Tools

Simplification of Procedures to Improve Productivity

- Reducing Wastage in Human Effort, Time, Space, and Material

Improving the Employees' Efficiency and Effectiveness

