

Process Improvement (KAIZEN)

Course Overview

Process Improvement course defines business processes, provides examples, and explains the nature of inputs, outputs, and tasks that make up processes. It introduces the four characteristics of a process: capacity, efficiency, effectiveness, and flexibility. In addition, it explains how to analyze an existing process that you are considering improving.

Course Outline

- Understanding Business Processes
- Planning Process Improvement
- Analyzing the Existing Process
- Redesigning the Process
- Implementing the Redesigned Process
- Continually Improving the Process

Learning Objectives

By the end of this workshop, participants will be able to:

- Understand the importance and benefits of business process improvement
- Plan a business process improvement initiative
- Analyze and redesign a current process that needs improvement
- Obtain the resources needed to change a process
- Implement a redesigned process
- Continually improve your business processes

Who Should Attend

- Departments Managers

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment:

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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