

aractech

Global Learning for Operational Leaders



LEADERSHIP AND MANAGEMENT | LM-020

Business Process Analysis & Modelling

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Course content

Why Attend

Efficient business processes are essential for improving productivity, reducing costs, enhancing customer experience, and supporting organizational growth. Business process analysis and modelling help organizations understand how work is performed, identify inefficiencies, and redesign processes for better results. This course provides participants with practical tools to analyze workflows, build process models using industry techniques, and drive continuous improvement initiatives.

Course Methodology

• This course uses an interactive and practical approach through presentations, case studies, modelling workshops, group discussions, software exercises, practical mapping sessions, and real workplace examples.

Course Objectives

- Understand the principles of business process analysis
- Identify different process types and organizational workflows
- Use BPMN to model business processes clearly
- Apply advanced BPMN techniques for complex processes
- Build IDEF0 diagrams for structured analysis
- Use process models to identify improvement opportunities

Target Audience

- Business Analysts
- Process Improvement Professionals
- Operations Managers
- Project Managers

Course outline

Detailed course outline

Day-by-day outline for Business Process Analysis & Modelling.

Day 1 - Foundations of Business Processes

- Definition of business processes and related terminology
- Main categories of business processes
- Process hierarchy across organizations
- Stages of business process analysis
- Core concepts of process modelling
- Overview of common tools and techniques

Day 2 - Modelling Processes Using BPMN

- Introduction to Business Process Model and Notation (BPMN)
- Understanding BPMN symbols and core elements
- Flow objects and connecting objects
- Swimlanes for roles and responsibilities
- Modelling events and triggers
- Branching and joining logic in workflows

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Day 3 - Advanced BPMN Techniques

- Extended BPMN elements and advanced notation
- Modelling sub-processes and reusable activities
- Using pools and lanes to represent participants
- Message flows versus sequence and default flows
- Handling exceptions and alternative paths
- Using activity attributes effectively

Day 4 - Modelling Processes Using IDEF0

- Relationship between organizational structure and processes
- Business process classification frameworks
- Introduction to IDEF0 modelling methodology
- Modelling activities, controls, inputs, and outputs
- Building Context and Top-Level diagrams
- Creating decomposition and child diagrams

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Day 5 - Improving Processes Through Modelling

- Capturing business knowledge from stakeholders
- Using models to identify improvement opportunities
- Applying As-Is and To-Be modelling methods
- Representing future improvements visually
- Best practices for implementing redesigned processes
- Choosing the right modelling tool for business needs

Seminar dates

Available seminar dates

Live dates and pricing for Business Process Analysis & Modelling generated from the course details page.

Date	Location	Format	Fee
1 - 5 June 2026	Frankfurt	Classroom	€2,695
8 - 12 June 2026	Istanbul	Classroom	€2,695
15 - 19 June 2026	London	Classroom	€2,695
6 - 10 July 2026	Amsterdam	Classroom	€2,975
20 - 24 July 2026	London	Classroom	€2,695
3 - 7 August 2026	Barcelona	Classroom	€2,975
10 - 14 August 2026	London	Classroom	€2,695
Live online option		Online delivery is available at €1,250.	