

aractech

Global Learning for Operational Leaders



QUALITY AND PRODUCTIVITY

Simplification of Work Processes and Procedures

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Course content

Why Attend

'Going back to basics' is the central theme of this highly interactive course, which aims to help participants recognize the need to simplify their organizational processes and procedures.

The course will provide the participants with international best practices, which will help them understand the causes of process complexity and identify areas for improvement by focusing on eliminating waste, simplifying procedures, and standardizing and automating opportunities.

Course Methodology

- This course relies on hands-on exercises and the analysis of case studies.
- Participants will share ideas and discuss opportunities through presentations and group discussions. In addition, plenary debriefs will enhance the learning experience.

Course Objectives

- Recognize the principles of organizational design and their linkage to complexity
- Identify the impact of complex policies and analyze the organizational design influence on organizations
- Examine the use of flow charts and workflow techniques in simplification
- Analyze and effectively distribute work allocated to employees in an organizational unit
- Appraise the importance of office layout and processes in terms of improving efficiency

Target Audience

- Managers, supervisors, and employees involved in the design or simplification of procedures and end users.
- Target Competencies
- Applying simplification
- Process mapping

Course outline

Detailed course outline

Module-by-module outline for Simplification of Work Processes and Procedures.

Module 1 - The Management Process in Perspective

- Management dials and their impact on processes and procedures
- Types of plans
- Organizing and allocating resources
- Directing and controlling individual and organizational performance
- The control process
- Types of control

Module 2 - Policies and Procedures

- Definitions and concepts
- Importance and goals of procedures
- Signs of complicated procedures
- Simplification defined
- Work simplification goals
- Procedure for developing effective procedures

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Module 3 - Mapping Simplification of Improvement of Processes and Procedures: Methodologies and Tools

- The methodology of improvement
- Selection of procedures criteria
- Data analysis and evaluation
- Suggestions for improvement
- Types of process and procedure maps
- Lean principles to simplify processes

Module 4 - Skills Utilization and Workload Distribution Chart

- The multi-column process chart
- Skills: The 8th Lean waste
- Preparing and analyzing a Work Distribution Chart (WDC)
- Re-allocation of workload and redistribution of jobs
- Innovation, industry 4.0, and impact on processes

Module 5 - Simplifying Space Design and Layout

- Using a spaghetti diagram for analyzing distance, office, and department layout
- Office/department layout analysis
- Redesigning offices by using office layout charts
- Guidelines: Size and layout
- Success factors for simplification of procedures

Seminar dates

Available seminar dates

Live dates and pricing for Simplification of Work Processes and Procedures generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Barcelona	Classroom	€2,695
20 - 24 July 2026	London	Classroom	€2,940
3 - 7 August 2026	Munich	Classroom	€2,415
7 - 11 September 2026	Barcelona	Classroom	€2,695
12 - 16 October 2026	Paris	Classroom	€3,150
9 - 13 November 2026	Frankfurt	Classroom	€2,275
14 - 18 December 2026	Barcelona	Classroom	€2,695

Live online option

Online delivery is available at €1,250.