



Management & Leadership

Building and Streamlining Work Processes: Empowering Your Teams

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- Location: London
 - Date: From 10/3/2025 To 14/3/2025
 - Investment: \$5950 (Excluding VAT)



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ACADEMY


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Course Introduction

This 5-day intensive course provides a practical framework for building, streamlining, and optimizing work processes to empower teams and drive organizational efficiency. Participants will learn how to analyze existing processes, identify bottlenecks and areas for improvement, and implement effective strategies to create more efficient, collaborative, and results-oriented workflows.

Training Method

- Pre-assessment
 - Live group instruction
 - Use of real-world examples, case studies and exercises
 - Interactive participation and discussion
 - Power point presentation, LCD and flip chart
 - Group activities and tests
 - Each participant receives a binder containing a copy of the presentation
 - slides and handouts
 - Post-assessment
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Course Objectives

Upon successful completion of this course, participants will be able to:

- Understand the principles of effective work process design and management.
- Analyze existing work processes to identify areas for improvement.
- Apply process mapping and other visual tools to document and understand workflows.
- Implement process streamlining techniques to eliminate waste and improve efficiency.
- Design and implement new work processes that are aligned with organizational goals.
- Empower teams to take ownership of their work processes.
- Foster a culture of continuous improvement within their teams and organizations.
- Utilize technology to automate and optimize work processes.
- Measure and track the effectiveness of process improvements.

Who Should Attend?

This course is designed for a wide range of professionals, including:

- Team Leaders
- Supervisors
- Managers
- Project Managers
- Operations Managers
- Process Improvement Specialists
- Business Analysts
- Anyone involved in designing, implementing, or managing work processes

Course Outline


Day 1: Foundations of Work Process Management

- What is a Work Process? Key Concepts and Definitions
- The Importance of Efficient Work Processes
- Principles of Effective Process Design
- Process Mapping and Documentation Techniques
- Identifying and Analyzing Process Bottlenecks

Day 2: Process Improvement Methodologies

- Lean Principles: Eliminating Waste and Maximizing Value
- Six Sigma: Reducing Variation and Improving Quality
- Business Process Reengineering (BPR)
- Agile Methodologies for Process Improvement

Day 3: Empowering Teams Through Process Ownership


- The Role of Teams in Process Improvement
 - Building a Culture of Continuous Improvement
 - Facilitating Team Involvement in Process Design and Implementation
 - Delegating Authority and Empowering Team Members
 - Motivating and Recognizing Team Contributions
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Course Outline

Day 4: Technology and Automation for Process Optimization

- Workflow Automation Tools and Software
- Business Process Management Systems (BPMS)
- Robotic Process Automation (RPA)
- Data Analytics and Process Monitoring
- Integrating Technology with Existing Workflows

Day 5: Measuring and Sustaining Process Improvements

- Key Performance Indicators (KPIs) for Work Processes
 - Data Collection and Analysis Techniques
 - Performance Monitoring and Reporting
 - Evaluating the Impact of Process Improvements
 - Strategies for Sustaining Process Improvements
 - Creating a Culture of Continuous Improvement
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Registration & Payment

Complete & Mail to London Royal Academy or email
registration@londonra.com

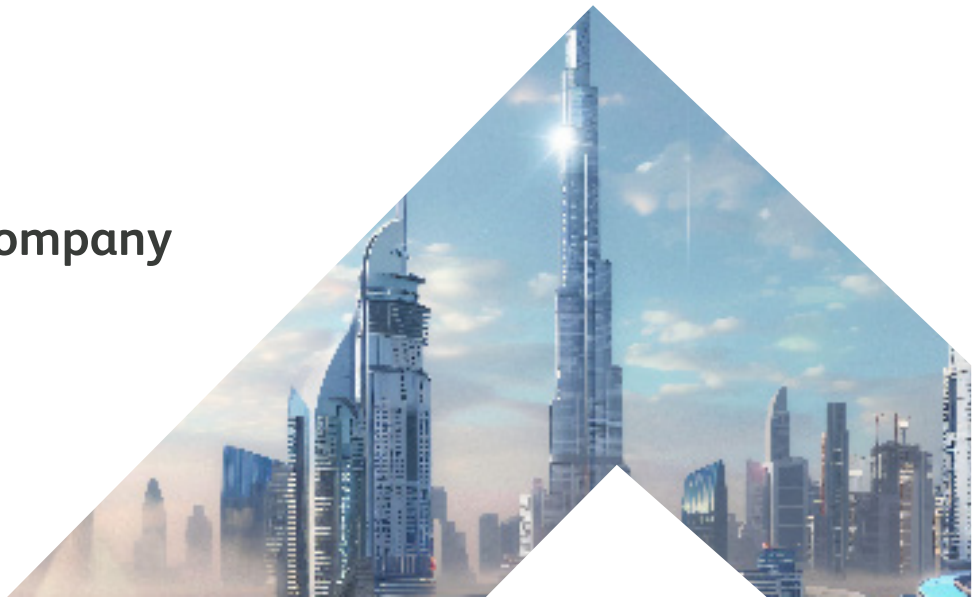


Registration Form

- Full Name (Mr / Ms / Dr / Eng)
- Position
- Telephone / Mobile
- Personal E-Mail
- Official E-Mail
- Company Name
- Address
- City / Country

Payment Options

- ☐ Please invoice me
- ☐ Please invoice my company





Terms & Conditions

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Cancellation and Refund Policy

Delegates have 14 days from the date of booking to cancel and receive a full refund or transfer to another date free of charge. If less than 14 days' notice is given, then we will be unable to refund or cancel the booking unless on medical grounds. For more details about the Cancellation and Refund policy, please visit

www.londonra.com/terms-and-conditions/

Registration & Payment

Please complete the registration form on the course page & return it to us indicating your preferred mode of payment. For further information, please get in touch with us

Course Materials


The course material, prepared by the LRA, will be digital and delivered to candidates by email

Certificates

Accredited Certificate of Completion will be issued to those who attend & successfully complete the programme.

Travel and Transport

We are committed to picking up and dropping off the participants from the airport to the hotel and back.



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THANK YOU

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