

Gearing You For Growth

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Business Process Management

Course Overview

Business process management helps organizations leverage processes to achieve their goals and be successful. Once processes are implemented, they must be monitored, evaluated, and optimized to make sure they are still meeting the goals that they were designed to accomplish. A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs.

This course will introduce delegates to business process management. Delegates will learn how business processes can help improve their company's bottom line by providing a higher level of quality and consistency for customers.

Course Objectives

This two-day workshop will teach delegates how to:

- Define business process management and related concepts.
- Recognize the vital role processes play in a business.
- Appreciate the role of technology in process management.
- Develop a vision to guide process improvement.
- Understand how to design or enhance an existing process using the business process life cycle.
- Construct a process map.
- Perform what-if analysis.
- Implement and monitor process changes.
- Identify how Lean and Six Sigma methods can assist in managing and improving processes.
- Use a variety of tools and techniques to eliminate waste and redundancies.

Prerequisite

There are no prerequisites.

Target

This workshop is for Managers, Supervisors or anyone moving into such a role.

Duration

- 2 Days



Course Outline

The Fundamentals of Business Process Management

To begin, delegates will learn about three concepts that are closely tied to business process management: business analysis, enterprise content management, and business process re-engineering.

Defining Business Process Management

Next, delegates will learn what business process management is, where it originated from, and what some of the benefits are.

Reflecting on Processes

In this session, delegates will review their pre-assignment.

The Business Process Life Cycle

This session will introduce the business process life cycle, which will form the basis for the rest of the course.

The Vision Phase

The first phase of the business process life cycle is Vision. This session will cover ways to create and share a vision, and why it is important for process improvement.

The Design Phase

The second phase of the business process life cycle is Design. This session will explore how to gather information, define a problem, model as-is and to-be processes, and establish functions.

The Modeling Phase

The third phase of the business process life cycle is Modelling. In this session, delegates will learn how to review and analyse process maps and use iterative testing.

The Execution Phase

The fourth phase of the business process life cycle is Execution. This session will take delegates through all aspects of the Execution phase, including implementation, automation, business rules, and workflow engines.

The Monitoring Phase

The fifth phase of the business process life cycle is Monitoring. This session will share ways to monitor processes, including the balanced scorecard, business activity monitoring, and process mining.

The Optimizing Phase

The final phase of the business process life cycle is Optimizing. This session will cover ways to optimize processes, including the business process improvement cycle, Lean methodology, and Six Sigma theory.