



QUALITY AND PRODUCTIVITY

Simplification of Work Processes and Procedures

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

'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. Participants in this practical course will also learn to use tools to map and diagram processes and procedures, revealing issues and opportunities for improvement. Various hands-on tools will allow participants to transfer this knowledge to their organization and expect immediate results.

Why Attend

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.

Who Should Attend

Managers, supervisors, and employees involved in the design or simplification of procedures and end users.

— Learning 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

— Course Outline

DAY
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
- Principles of organization design

DAY
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
- Productivity defined
- Causes of poor productivity

DAY
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
- The eight types of waste
- 5S program to enhance organizational workplace
- Swim lane charts
- ESSA methodology
- Value stream mapping
- Supplier Input, Process, Output, Customer (SIPOC) analysis
- Process auditing (The turtle diagram)

- Procedures process flow chart

DAY

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

DAY

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

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Paris - France	€2,250
9 - 13 November 2026	Frankfurt - Germany	€1,625
14 - 18 December 2026	Barcelona - Spain	€1,925
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	London - United Kingdom	€2,100
15 - 19 March 2027	Munich - Germany	€2,125
19 - 23 April 2027	Barcelona - Spain	€1,925
17 - 21 May 2027	Paris - France	€2,250

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.