



*Training Course:  
Implementing Best Practice Processes in your  
Work and Organization*

*16 - 27 November 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Implementing Best Practice Processes in your Work and Organization

Training Course code: MA9293 From: 16 - 27 November 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

In today's competitive and efficiency-focused environment, organizations must adopt best practice processes to enhance performance, ensure consistency, and achieve operational excellence. Implementing proven practices enables organizations to optimize workflows, reduce errors, and deliver high-quality outcomes aligned with strategic objectives.

This program, developed by [Global Horizon Training Center](#), provides participants with practical frameworks and tools to identify, adapt, and implement best practices within their work and organizational processes. It focuses on bridging the gap between theory and execution, ensuring that best practices are effectively integrated and sustained.

Participants will gain the skills to benchmark performance, standardize procedures, and drive continuous improvement across their organizations.

### Course Objectives

By the end of this program, participants will be able to:

- Understand the concept and importance of best practices
- Identify and benchmark best practices within and outside the organization
- Analyze existing processes and identify improvement opportunities
- Adapt best practices to organizational needs and contexts
- Implement and standardize improved processes
- Monitor and evaluate process performance
- Promote a culture of continuous improvement and excellence
- Enhance efficiency, quality, and organizational performance

### Target Audience

This program is designed for:

- Managers and Supervisors
- Operations and Process Improvement Professionals
- Quality Assurance and Continuous Improvement Teams
- Project and Program Managers
- Business Analysts and Organizational Development Professionals
- Government and Public Sector Employees
- Professionals responsible for process optimization and performance improvement

## Outline

### Day 1: Foundations of Best Practice Implementation

- Introduction to Best Practices and Their Importance
- Characteristics of High-Performing Organizations
- Identifying Best Practices in Different Industries
- Benchmarking Techniques and Tools
- Assessing Current Processes and Performance
- Case Studies on Best Practice Implementation

### Day 2: Process Analysis and Benchmarking

- Process Mapping and Workflow Analysis
- Identifying Gaps and Improvement Opportunities
- Internal vs. External Benchmarking
- Data Collection and Performance Measurement
- Root Cause Analysis of Process Inefficiencies
- Comparing Current Practices with Industry Standards

### Day 3: Adapting and Designing Best Practices

- Customizing Best Practices to Organizational Context
- Process Redesign and Optimization
- Standard Operating Procedures SOPs Development
- Risk Assessment and Mitigation
- Integrating Technology and Automation
- Workshop: Designing Improved Processes

### Day 4: Implementation and Change Management

- Planning Best Practice Implementation
- Stakeholder Engagement and Communication
- Managing Resistance to Change
- Training and Capacity Building
- Monitoring Implementation Progress
- Ensuring Accountability and Ownership

### Day 5: Sustaining Best Practices and Continuous Improvement

- Performance Monitoring and KPIs
- Continuous Improvement Frameworks PDCA, Lean
- Auditing and Compliance with Best Practices
- Knowledge Management and Lessons Learned
- Scaling and Replicating Success
- Developing Action Plans for Organizational Excellence

## Registration form on the Training Course: Implementing Best Practice Processes in your Work and Organization

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
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Complete & return the  
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