Global Horizon
TRAINING CENTER

Training Course:
Simplification of Work Processes and Procedures

23 - 27 November 2026
London (UK)

Training Course:
Simplification of Work Processes and Procedures

Training Course code: MA6091 From: 23 - 27 November 2026 Venue: London (UK) - Training Course Fees: 5775 Euro

Introduction

In today's fast-paced and efficiency-driven environment, organizations must continuously streamline their processes to improve productivity, reduce costs, and enhance service quality. Complex procedures and unnecessary steps can hinder performance and delay outcomes.

This program, developed by Global Horizon Training Center, focuses on simplifying work processes and procedures through structured methodologies and practical tools. Participants will learn how to analyze existing workflows, eliminate inefficiencies, and redesign processes to achieve optimal performance and better organizational results.

Course Objectives

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

- Understand the principles of process simplification and improvement
- Identify inefficiencies, bottlenecks, and non-value-added activities
- Apply process mapping and analysis techniques
- Redesign workflows for improved efficiency and effectiveness
- Implement continuous improvement methodologies Lean principles
- Enhance productivity and reduce operational complexity
- Improve coordination and communication across processes
- Develop standardized procedures and best practices

Target Audience

This program is designed for:

- Operations and Process Improvement Professionals
- Managers and Supervisors
- Quality Assurance and Continuous Improvement Teams
- Business Analysts and Process Designers
- Project and Program Managers
- Government and Public Sector Employees
- Anyone involved in improving organizational efficiency

Outline

Day 1: Foundations of Process Simplification

- Introduction to Process Management and Improvement
- Understanding Work Processes and Procedures
- Identifying Inefficiencies and Bottlenecks
- Value vs. Non-Value-Added Activities
- Introduction to Lean Thinking Principles
- Case Studies on Process Simplification

Day 2: Process Mapping and Analysis

- Process Mapping Techniques Flowcharts, SIPOC, Swimlane Diagrams
- Identifying Process Inputs, Outputs, and Stakeholders
- Analyzing Workflow Performance
- Root Cause Analysis of Process Issues
- Measuring Process Efficiency and Effectiveness

Day 3: Process Redesign and Optimization

- Principles of Process Redesign
- Eliminating Waste and Reducing Complexity
- Simplifying Procedures and Standardization
- Automation and Digital Transformation in Processes
- Designing Efficient Workflows

Day 4: Implementation and Change Management

- Implementing Process Improvements
- Managing Resistance to Change
- Communication Strategies for Process Changes
- Training and Engaging Employees
- Monitoring and Controlling Process Performance

Day 5: Continuous Improvement and Sustainability

- Building a Culture of Continuous Improvement
- Performance Measurement and KPIs
- Process Documentation and Standard Operating Procedures SOPs
- Continuous Monitoring and Feedback Loops
- Case Studies and Practical Exercises
- Developing Action Plans for Process Simplification

Registration form on the Training Course: Simplification of Work Processes and Procedures

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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: .....
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Personal E-Mail: .....
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Company Information

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Address: .....
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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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 or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.