



*Training Course:  
Identifying & Reducing Wasteful Practices*

*27 September - 1 October 2026  
Manama (Bahrain)*

## Training Course: Identifying & Reducing Wasteful Practices

Training Course code: MA9360 From: 27 September - 1 October 2026 Venue: Manama (Bahrain) - Training Course Fees: 4725 € Euro

### Introduction

In today's efficiency-driven organizations, eliminating waste is essential for improving productivity, reducing costs, and enhancing overall performance. Wasteful practices—whether in time, resources, processes, or effort—can significantly hinder operational effectiveness and organizational success.

This program, developed by [Global Horizon Training Center](#), equips participants with practical tools and methodologies to identify, analyze, and eliminate waste across processes and operations. Drawing on Lean principles and continuous improvement practices, the course enables participants to streamline workflows, optimize resource utilization, and create value-driven processes.

Participants will gain hands-on experience in recognizing inefficiencies, applying structured improvement techniques, and fostering a culture of continuous improvement within their organizations.

### Course Objectives

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

- Understand the concept and types of waste in organizational processes
- Identify inefficiencies and non-value-added activities
- Apply Lean principles to reduce waste and improve performance
- Analyze processes using structured tools and techniques
- Improve workflow efficiency and resource utilization
- Implement waste reduction strategies across operations
- Enhance productivity and cost-effectiveness
- Promote a culture of continuous improvement

### Target Audience

This program is designed for:

- Operations and Process Improvement Professionals
- Managers and Supervisors
- Quality Assurance and Continuous Improvement Teams
- Lean and Six Sigma Practitioners
- Project and Program Managers
- Government and Public Sector Employees
- Anyone involved in improving efficiency and reducing operational waste

## Outline

### Day 1: Understanding Waste and Lean Principles

- Introduction to Waste in Organizations
- Types of Waste TIMWOOD: Transport, Inventory, Motion, Waiting, Overproduction, Overprocessing, Defects
- Lean Thinking and Value Creation
- Identifying Value vs. Non-Value-Added Activities
- Case Studies on Waste Reduction

### Day 2: Process Analysis and Waste Identification

- Process Mapping Techniques Flowcharts, SIPOC, Value Stream Mapping
- Identifying Bottlenecks and Inefficiencies
- Root Cause Analysis 5 Whys, Fishbone Diagram
- Measuring Process Performance
- Data Collection and Analysis Techniques

### Day 3: Waste Reduction Tools and Techniques

- Eliminating Waste through Process Simplification
- Standardization and Best Practices
- 5S Methodology Sort, Set in Order, Shine, Standardize, Sustain
- Visual Management Techniques
- Error-Proofing Poka-Yoke Concepts

### Day 4: Implementation and Change Management

- Planning Waste Reduction Initiatives
- Engaging Teams in Continuous Improvement
- Managing Resistance to Change
- Communication Strategies for Improvement Projects
- Monitoring and Controlling Improvements

### Day 5: Sustaining Improvement and Operational Excellence

- Building a Culture of Continuous Improvement
- Performance Measurement and KPIs
- Continuous Monitoring and Feedback Loops
- Benchmarking and Best Practices
- Case Studies and Practical Exercises
- Developing Action Plans for Waste Reduction

## Registration form on the Training Course: Identifying & Reducing Wasteful Practices

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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  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
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