



*Training Course:
Planning and Organizing Job Procedures*

*12 - 16 October 2026
London (UK)*

Training Course: Planning and Organizing Job Procedures

Training Course code: HR236600 From: 12 - 16 October 2026 Venue: London (UK) - Training Course Fees: 5775 € Euro

Introduction

Effective planning and organization of job procedures are fundamental to achieving operational excellence, improving productivity, and ensuring consistency in workplace performance. Organizations that establish well-structured job procedures can optimize resource utilization, reduce operational risks, improve communication, and maintain compliance with organizational policies and industry standards.

The Planning and Organizing Job Procedures training program has been designed by Global Horizon Training Center GH4T to equip professionals with the knowledge, practical techniques, and organizational tools required to plan, organize, document, implement, and continuously improve work procedures. The program combines internationally recognized best practices with practical workplace applications, enabling participants to enhance efficiency, improve coordination among departments, and support organizational objectives through systematic planning and execution.

Course Objectives

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

- Understand the principles of planning and organizing job procedures.
- Develop structured work plans aligned with organizational objectives.
- Analyze workflows and identify opportunities for improvement.
- Design effective job procedures that increase consistency and accountability.
- Apply process mapping techniques to streamline operations.
- Prioritize work activities using proven planning tools.
- Allocate resources efficiently to maximize productivity.
- Identify operational risks and integrate preventive controls into procedures.
- Improve coordination and communication across departments.
- Monitor, evaluate, and continuously improve workplace procedures.

Course Methodology

This highly interactive training program employs a combination of modern adult learning techniques, including:

- Interactive instructor-led presentations
- Practical workshops and group exercises
- Case studies based on real organizational scenarios
- Individual and team activities
- Process mapping exercises
- Planning and scheduling simulations
- Problem-solving sessions
- Group discussions and knowledge sharing
- Best practice reviews
- Daily practical assignments and feedback

Organizational Impact

Upon successful completion of this program, organizations can expect:

- Improved operational efficiency
- Better organized work processes
- Standardized job procedures across departments
- Enhanced employee productivity
- Reduced duplication of effort
- Improved communication and coordination
- Stronger compliance with organizational policies
- Better utilization of organizational resources
- Reduced operational risks and errors
- Continuous improvement in business processes

Target Audience

This program is designed for:

- Department Managers

- Supervisors
- Team Leaders
- Operations Managers
- Administrative Professionals
- Project Coordinators
- Process Improvement Specialists
- Planning Officers
- Quality Management Personnel
- Human Resources Professionals
- Technical Staff responsible for operational procedures
- Professionals seeking to improve workplace organization and planning skills

Outlines

Day One: Fundamentals of Planning and Organizing Job Procedures

- Principles of workplace planning
- Understanding organizational objectives
- The relationship between planning and organizational performance
- Types of job procedures
- Components of effective work procedures
- Roles and responsibilities in procedural planning
- Identifying work priorities
- Setting measurable goals and objectives
- Introduction to workflow management
- Common planning challenges and solutions

Day Two: Developing Effective Job Procedures

- Process analysis techniques

- Mapping existing workflows
- Identifying bottlenecks and inefficiencies
- Procedure documentation standards
- Writing clear and practical work instructions
- Standard Operating Procedures SOPs
- Roles and responsibility matrices
- Creating workflow diagrams
- Resource planning and allocation
- Documentation best practices

Day Three: Organizing Work Activities and Resources

- Planning daily, weekly, and long-term activities
- Work scheduling techniques
- Time management principles
- Prioritization methods
- Resource optimization
- Managing workloads effectively
- Coordination between departments
- Delegation techniques
- Communication during procedure implementation
- Monitoring work progress

Day Four: Implementing and Controlling Job Procedures

- Implementing organizational procedures
- Managing procedural changes
- Risk identification and mitigation
- Internal controls within work procedures

- Performance monitoring techniques
- Key Performance Indicators KPIs
- Compliance and quality assurance
- Managing deviations from procedures
- Reporting and documentation practices
- Corrective and preventive actions

Day Five: Continuous Improvement of Job Procedures

- Evaluating procedure effectiveness
- Continuous improvement methodologies
- Root cause analysis
- Lessons learned and knowledge management
- Process optimization techniques
- Innovation in workplace procedures
- Digital tools for planning and organization
- Building a culture of continuous improvement
- Developing departmental action plans
- Final workshop: Designing an improved job procedure for participants' organizations

Registration form on the Training Course: Planning and Organizing Job 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:
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
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Easy Ways To Register

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