Global Horizon
TRAINING CENTER

Training Course:
Planning and Organizing Job Procedures

17 - 28 January 2027
Amman (Jordan)

Training Course:
Planning and Organizing Job Procedures

Training Course code: HR235276 From: 17 - 28 January 2027 Venue: Amman (Jordan) - Training Course Fees: 6350 Euro

Introduction

This advanced training program, designed by Global Horizon Training Center, provides a comprehensive and structured approach to planning, organizing, and optimizing job procedures across organizations.

In today's complex operational environments, organizations require well-defined processes, standardized procedures, and efficient resource planning to ensure consistency, quality, and productivity. Poorly designed workflows lead to inefficiencies, duplication of effort, and operational risks.

This 10-day program equips participants with advanced tools and methodologies to analyze, design, document, implement, and continuously improve job procedures, ensuring alignment with organizational objectives and operational excellence standards.

Program Objectives

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

- Design and implement efficient job procedures and workflows
- Develop and manage Standard Operating Procedures SOPs
- Apply process mapping and workflow optimization techniques
- Allocate resources effectively and manage workloads
- Identify and eliminate inefficiencies and process bottlenecks
- Apply risk management and contingency planning
- Monitor performance using KPIs and continuous improvement tools
- Align operational procedures with organizational strategy

Target Audience

- Operations and Administrative Professionals
- Supervisors and Team Leaders
- HR and Organizational Development Staff
- Process Improvement and Quality Specialists
- Project Coordinators and Managers
- Anyone responsible for workflow design and operational efficiency

Training Outline

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Day 1: Fundamentals of Planning and Organizational Structure

- Concepts and importance of planning and organizing
- Strategic vs. operational planning
- Organizational structures and workflow alignment
- Roles and responsibilities in process management

Day 2: Work Planning and Priority Management

- Setting objectives and defining deliverables
- Task prioritization techniques Eisenhower Matrix, ABC method
- Scheduling and time allocation
- Linking planning with performance outcomes

Day 3: Process Mapping and Workflow Analysis

- Introduction to process mapping
- Flowcharts and swimlane diagrams
- Identifying inputs, outputs, and dependencies
- Practical exercise: Mapping organizational workflows

Day 4: Process Improvement and Optimization

- Identifying inefficiencies and bottlenecks
- Eliminating redundancies and delays
- Lean principles for process improvement
- Case study: Process optimization

Day 5: Developing Standard Operating Procedures SOPs

- Structure and components of SOPs
- Writing clear and actionable procedures
- Standardization and documentation practices
- Workshop: Drafting SOPs

Day 6: Advanced SOP Management and Governance

- SOP lifecycle management creation, approval, revision
- Version control and compliance
- Auditing procedures and ensuring adherence
- Digital tools for SOP management

Day 7: Resource Planning and Workload Distribution

- Resource allocation strategies
- Workforce planning and task assignment
- Balancing workloads across teams
- Tools for tracking productivity and performance

Day 8: Risk Management and Contingency Planning

- Identifying operational risks

- Risk assessment and mitigation strategies
- Business continuity planning
- Scenario planning and crisis response

Day 9: Performance Monitoring and Continuous Improvement

- Defining KPIs for job procedures
- Monitoring and evaluating process performance
- Continuous improvement frameworks PDCA, Kaizen
- Using feedback for process enhancement

Day 10: Integration and Implementation Strategy

- Aligning procedures with organizational strategy
- Change management for process implementation
- Cross-functional coordination
- Final workshop: Designing a complete job procedure framework
- Presentation and feedback session

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: .....
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, Giza, Giza Governorate, Egypt.