



*Training Course:
Planning and Organizing Job Procedures*

*4 - 15 January 2027
Singapore*

Training Course: Planning and Organizing Job Procedures

Training Course code: HR235276 From: 4 - 15 January 2027 Venue: Singapore - Training Course Fees: 10000 € 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

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

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Person Responsible for Training and Development

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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