Design your procedures to capitalize on your know-how

★ ★ ★ ★ ★

DP-55   3 Days (21 Hours)

Description

Behind the rigor of the word procedure lies one of the keys to business organization. The procedures aim to clarify the roles and responsibilities of each person and the information circuits. Defining procedures precisely gives the company a lever for collective efficiency.

Who is this training for ?

For whom

Department or team manager. Organizer. Quality Manager. IT operator responsible for defining procedures.

Prerequisites

None.

Training objectives

- Write the documents for a documentary system.
- Structure the documentary system.
- Prioritize the documents.

Training program

Clarifier les principaux concepts : processus, procédures, fonctions, tches, etc.

- Frame the drafting of procedures within your mission and/or the business project.
- Identify the need to establish procedures by identifying the risks involved.
- Distinguish between what is necessary to describe and what is not.

Structurer l'approche, hiérarchiser les documents et les lier entre eux

- The main documents: general procedures; business procedures; operating methods.
- Prioritize the levels of documents.
- Establish the links between the documents.

S'approprier les outils de conception des procédures

- Flow diagrams, process diagrams, flowcharts.
- Decision tables.
- Make attractive presentations.
- Use different ways of model the documents.

Créer et faire vivre un manuel de procédures

- Define the content of a procedure and put in place the drafting and management rules.
- Develop the procedure of procedures.
- Carry out a critical analysis of the existing procedures.
- Choose the right software to help with the design and representation of a procedure.
- Set up an organization to capitalize on know-how.

(+212) 5 22 27 99 01
tel

(+212) 6 60 10 42 56
whatsapp

Contact@skills-group.com
email

Corner of bd Abdelmoumen and rue Soumaya, Shehrazade 3 Residence, 7th floor N° 30, Casablanca 20340, Morocco

We are at your disposal : De Lun - Ven 09h00-18h00

Page 2