



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Procedures and systems of the functional process

Objectives

- This course aims at providing participants with an integrated understanding and practical information for the best methods and techniques
- Streamline work. Emphasis will be placed on practical exercises, thematic studies and discussions
- Collective, union workshops to resolve patterns that match the complexity of business processes and how they are being replicated
- Design, simplify and reduce unnecessary workflows. The course will also cover factors
- And how to overcome participants' resistance to change.
- Advanced management approach to systems development
- Work and simplify procedures

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Accumulation of work
- Multistage steps
- Non-productive workforce
- Return to large numbers of files
- Many staff mobility
- Multiple stages of control and review
- Signatures and approvals that are unnecessary or have no meaning / multiple copies
- A state of conformity to the formal and procedural complexities and their image.



DAY 2

- Selection and definition of work or work to simplify or improve performance
- Record the details of this work with the latest details of the tasks
- Analyze task details (why, how, what, where, when, and who)
- Reach the maximum possible improvement
- Establish a new way of doing business
- Apply and follow the developed method
- Work Streamlining Techniques
- Business distribution table
- the to Do list
- List of activities
- Analysis
- What time consuming activities?
- Where are the necessary activities?
- Was the optimal use of human capacity and capabilities?
- Have the staff done so much for basic work?
- Has the work been distributed equally?
- Case Study
- Flow Flow Table
- Basis of preparation of the table
- Icons used
- Operation
- Movements
- search
- delay
- storage
- Table analysis
- What is going on?
- What is it necessary?
- Where should it be?
- When and what is the right order?
- Who does this job and how does it perform?

DAY 3

- the definition
- Work units
- Scheduling work
- Tasks related to each other
- Division of labor
- Bottlenecks
- Required personnel
- Attract attention



DAY 4

- Repetition
- Cumulative
- Calculation of the rate
- Selected time
- Normal time
- Cutters
- Standard Time
- Study of delay rate
- Calculate time through models

DAY 5

- Workplace
- Dimensions of the human body
- Foundations of the study of labor movement
- Hand movement
- Movement of fingers
- Movement of arms
- Movement of legs and body
- Movements combined
- Format Studies
- Workplace maps
- Case Study



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