



## **Mastering Process Mapping Training: From Basics to Advanced**



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### **Mastering Process Mapping Training: From Basics to Advanced Overview:**

In the era of rapid technological transformation, understanding and optimizing business processes is paramount. Dive into the world of 'Mastering Process Mapping Training: From Basics to Advanced', a comprehensive course meticulously crafted to unravel the intricacies of Process Mapping, Workflow Views, and Value Stream. Discover the art of designing Relationship Maps, mastering Swimlane Diagrams, and interpreting Flowcharts. This course also delves deep into the significance of Work Boundaries, Knowledge Work Handoffs, and Work Features. Learn how to manage work visually and navigate through Serial Workflow. Plus, engage with the 'Phil's Quick Lube Case Study' to see these concepts in action. With the aid of Mapping Conventions and Techniques, your journey from a novice to a process mapping expert is ensured.

### **Target Audience:**

- Business Analysts
- Process Managers
- Project Managers
- Quality Assurance Professionals
- Consultants looking to expand their Process Mapping, Swimlane Diagrams, and Workflow Views expertise.

### **Targeted Organizational Departments:**

- Business Process Reengineering Teams
- Quality and Continuous Improvement Departments
- Operations and Logistics
- IT teams working on Process Automation

### **Targeted Industries:**

- Manufacturing
- IT & Software Development
- Healthcare
- Banking and Finance
- Consultancies focusing on Business Process Management

## Course Offerings:

Participants will acquire skills and knowledge in:

- Comprehensive understanding of Process Mapping
- Hands-on training with Swimlane Diagrams
- Techniques for creating efficient Workflow Views
- Mastery over Relationship Maps
- Real-world application with the 'Phil's Quick Lube Case Study'

## Training Methodology:

'Mastering Process Mapping Training: From Basics to Advanced' adopts a multi-faceted pedagogical approach. Participants will be engaged through a mix of lectures, hands-on activities, group discussions, and case studies like 'Phil's Quick Lube'. Interactive sessions on Process Mapping, Swimlane Diagrams, and Workflow Views are punctuated with feedback sessions to ensure understanding. By integrating traditional teaching with practical sessions, participants will not just learn but experience and internalize core concepts.

## Course Toolbox:

- Workbook on Swimlane Diagrams and Workflow Views
- 'Phil's Quick Lube Case Study' booklet
- Checklists for effective Process Mapping
- Templates for Relationship Maps

## Course Agenda:

### Day 1: Introduction to Process Mapping and Its Foundation

- **Topic 1:** Introduction to the Essentials of Process Mapping
- **Topic 2:** Why Process Mapping Matters: An Overview
- **Topic 3:** The Art and Science of Defining Work
- **Topic 4:** Exploring Relationship Maps: Definition and Purpose
- **Topic 5:** Diving into Cross-Functional Process Maps and Swimlane Diagrams
- **Reflection & Review:** Reflecting on the Core Concepts of Process Mapping

### Day 2: Deeper Dive into Work Components and Their Significance

- **Topic 1:** Understanding Work Components and Boundaries
- **Topic 2:** The Role of Work Features and Properties in Process Mapping
- **Topic 3:** Flow, Value Streams, and Their Interplay in Work Design
- **Topic 4:** Process Maps: Beyond the Basics



- **Topic 5:** Demystifying Workflows and Value Streams
- **Reflection & Review:** Revisiting the Nuances of Work and Its Many Facets

### **Day 3: The Art and Science of Relationship and Flowcharts**

- **Topic 1:** The Rationale Behind Relationship Maps
- **Topic 2:** Techniques and Methods for Creating Relationship Maps
- **Topic 3:** Flowcharts: Why They Matter
- **Topic 4:** Best Practices for Creating and Interpreting Flowcharts
- **Topic 5:** Interpreting Flowcharts: A Step-By-Step Guide
- **Reflection & Review:** Deciphering Maps: Relationship vs Flowchart

### **Day 4: Improving Flow and Enhancing Work Dynamics**

- **Topic 1:** Seven Principles to Improve Work Flow
- **Topic 2:** Serial Workflows and Knowledge Work Handoffs: A Closer Look
- **Topic 3:** Barriers to Flow: Identification and Countermeasures
- **Topic 4:** Making Work Visible: Organizing and Managing Workflow
- **Topic 5:** Introducing Mapping Work Session Guidelines
- **Reflection & Review:** Emphasizing the Importance of Streamlined Work Flow

### **Day 5: Advanced Techniques in Process Mapping**

- **Topic 1:** Advanced Techniques in Creating Relationship Maps
- **Topic 2:** Delving into Cross-Functional Process Maps: Creation and Interpretation
- **Topic 3:** The Role of Interviews in Process Mapping
- **Topic 4:** Work Session Guidelines: Ensuring Successful Mapping Sessions
- **Topic 5:** Reflecting on Phil's Quick Lube Case Study: A Practical Example
- **Reflection & Review:** Mapping the Future: The Road Ahead in Process Mapping

## **How This Course is Different from Other Process Mapping Training Courses:**

Distinguish your process mapping journey with our 'Mastering Process Mapping Training'. Unlike other courses, we don't just offer theory; we ensure hands-on experience with tools like Swimlane Diagrams, Workflow Views, and the 'Phil's Quick Lube Case Study'. Our exhaustive coverage from Process Mapping basics to advanced topics like Serial Workflow ensures a holistic learning experience. With our specialized training sessions and expert-curated content, transform into a process mapping maestro.

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

|                                                           |                                       |
|-----------------------------------------------------------|---------------------------------------|
| Branding, Marketing, Customer Relations, & Sales Programs | Political & Public Relations Programs |
| Finance and Accounting Programs                           | Project Management Programs           |
| Human Resources Management Programs                       | Quality & Process Management          |
| Management & Leadership Programs                          | Self-Development Programs             |

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in

We also offer online training sessions through the Zoom platform.



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| <b>Malaysia</b>                                                                     | <b>Morocco</b>                                                                      | <b>Spain</b>                                                                        | <b>France</b>                                                                       | <b>UK</b>                                                                           | <b>Italy</b>                                                                        | <b>Egypt</b>                                                                        | <b>Turkey</b>                                                                         | <b>Georgia</b>                                                                        | <b>Azerbaijan</b>                                                                     | <b>UAE</b>                                                                            |
| Kuala Lumpur                                                                        | Casablanca                                                                          | Barcelona                                                                           | Paris                                                                               | London                                                                              | Rome                                                                                | Cairo<br>Sharm El-Sheikh                                                            | Istanbul                                                                              | Tbilisi                                                                               | Baku                                                                                  | Dubai                                                                                 |



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