Project &Quality Management · PQ146

Simplification of Labour Processes and Procedures

Singapore · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Singapore**	**1 Week**
Fee	Ref	Language
£5,250 GBP	**PQ146**	**English**

Introduction

This highly engaging and practical training course will provide all participants with a valuable opportunity to learn about the concepts of labour simplification as well as the stages involved in the design, development, management, control, implementation, simplification, and monitoring of labour Processes and Procedures.
In today's complex and increasingly technical workplace, a renewed focus on Work Simplification is critical to assisting employees who are being overburdened by increasing organisational and process complexity, as well as knowledge overload. The achievement of objectives and KPIs correlates negatively with work productivity; thus, simplification is becoming increasingly important in order to assist in meeting challenging strategic objectives.

This training course will highlight:

- The compelling need for simplicity, clarity, and the way to realise it
- The stages of labour simplification and a Process Simplification Action Plan
- How to analyse processes and procedures so as to simplify them
- How to develop a strong approach to Process Simplification
- The need for a selected project team to oversee the simplification opportunities
- Alignment with Total Quality Management (TQM) and process improvement

Course Objectives of Simplification of labour Processes and Procedures

At the top of this training course, you'll learn to:

- Design and implement simplification of labour processes and procedures that contribute to organisational performance
- Demonstrate in-depth knowledge of the simplification of labour processes and procedures
- Implement the top to finish stages of labour simplification
- Simplify complex processes and procedures
- Explain the way to analyse process flow charts with the aim of simplifying the procedure

Course Methodology of Simplification of labour Processes and Procedures

This training course will utilise a spread of proven adult learning techniques to make sure maximum understanding, comprehension and retention of the knowledge presented. This includes a high level of interaction and delegate participation.
The trainer will explain issues using real examples and can then involve the delegates in discussion, practical examples and workshops. a variety of methods including discussions, case studies, workshops and videos designed to market understanding and skill building are going to be used.

Organisational Impact of Simplification of labour Processes and Procedures

The organisation will gain key insights, tools, and techniques that enable the achievement of corporate objectives by:

- Simplifying key processes and related procedures
- Build robust approaches to developing processes that yield efficient and effective results
- Remove complexity and redundancies of process systematically
- Enhance the ability of project teams to be productive and optimised
- Develop structured and optimal outcomes aligned to organisational results
- Enhance the customer and stakeholder experiences for sustained performance

Personal Impact of Simplification of labour Processes and Procedures

The participants will gain immediate insights which will enhance their roles by:

- Applying key tools and techniques that increase their value at work
- Enhance qualitative outcomes aligned with organisational objectives
- Approach problems systematically by applying proven techniques
- Enable definitive career development that enhances achievements of organisational KPIs
- Be ready to grow their careers through the achievement of qualitative results

Target Audience of Simplification of labour Processes and Procedures

This training course will convince be valuable and productive for all those that have an interest in writing, reviewing, simplifying, or managing work processes and procedures. Participants of all levels will gain valuable knowledge and skills.

This training course is suitable for a good range of execs but will greatly benefit:

- All staff involved in writing procedures or other work process-related documents
- Those directly managing work processes and procedures
- Administration and Secretarial Professionals
- Those involved in auditing work procedures/documentation
- All Documentation and Quality Professionals

Course Outlines of Simplification of labour Processes and Procedures

DAY 1

Introduction: The Business Need for Simplification

- The Complex Work Environment
- The Primary Drivers for Workplace Complexity
- The Business Case for Simplification
- The Value Chain of Core Processes
- Definitions of Processes, Procedures and Business Documentation
- Complexities Resulting from Frequent Change

DAY 2

Designing and Developing Simplified Process

- The Structure of labour and Exploring Workflow
- The Fundamentals of Effective Procedures
- The Key Stages of labour Simplification
- Redefining Optimal Productivity
- Design Thinking and Simplification
- Removing Complexity via Simple and Concise Procedures

DAY 3

Developing Documentation and Automation

- The Management and Control of Documents
- Developing and Writing Work Instructions
- Publishing and simple Access of Documentation
- Benefits of labour Place Visuals
- The Opportunities for Technology and Automation
- Simplification of Electronic Forms

DAY 4

Analysing and Simplifying Procedures

- Diagnosing Problems and Solutions Using Workflow Analysis
- Benefits of Connected Systems and Platforms
- The Use of various Flowcharts in Simplification Initiatives
- Flowchart Elements
- Dynamic Technological and style Innovations in Simplifications
- Continuous Improvement and Process Simplification Opportunities

DAY 5

The Simplification Resolution

- Alignment of the Simplification Resolve with Corporate Objectives
- Opportunities to Simplify the entire Organisation
- Building a Simplification Project team
- Simplification Project Approaches for the Organisation

- Review of the Simplification Action Plan
- What’s next? The Sustainability Resolution for Simplification

Register or ask about this course online
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