

Process Mapping & Simplification

Map processes as they truly run, then strip out the steps that add no value.

Level	Practitioner
Duration	2 days · 12 training hours
Fee	699 AED
Group size	6 - 20 participants
Delivery	In - house · Public run · Live virtual
Runs each year	29 March and 4 October

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Document processes with standard, universally readable maps
- Measure cycle time and locate bottlenecks
- Apply Lean tools to remove waste
- Issue an approved procedure after improvement

Who it is for

Quality coordinators, operations managers and continuous improvement teams.

Prerequisites: None.

Programme outline

Day 1 — Documenting

- Process management concepts
- SIPOC maps
- Cross-functional flow maps
- Mapping a real process

Day 2 — Improving

- The seven wastes
- Cycle time and value-added analysis
- Process redesign workshop
- Documenting and approving the improved procedure

Competencies developed

- Process mapping
- Efficiency analysis
- Critical thinking
- Procedure documentation

What participants take away

- SIPOC and flow map templates
- A cycle-time calculation tool
- A procedure manual template
- A company-issued certificate of attendance

How it is assessed

Redesigning a real process, quantifying the expected saving in time or steps.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.