



# Process Mapping Training

In-Company Training (2 Days)

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A Practical Guide to Process Mapping

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Tailored Workshop

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in-company for  
teams



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# What is Process Mapping?

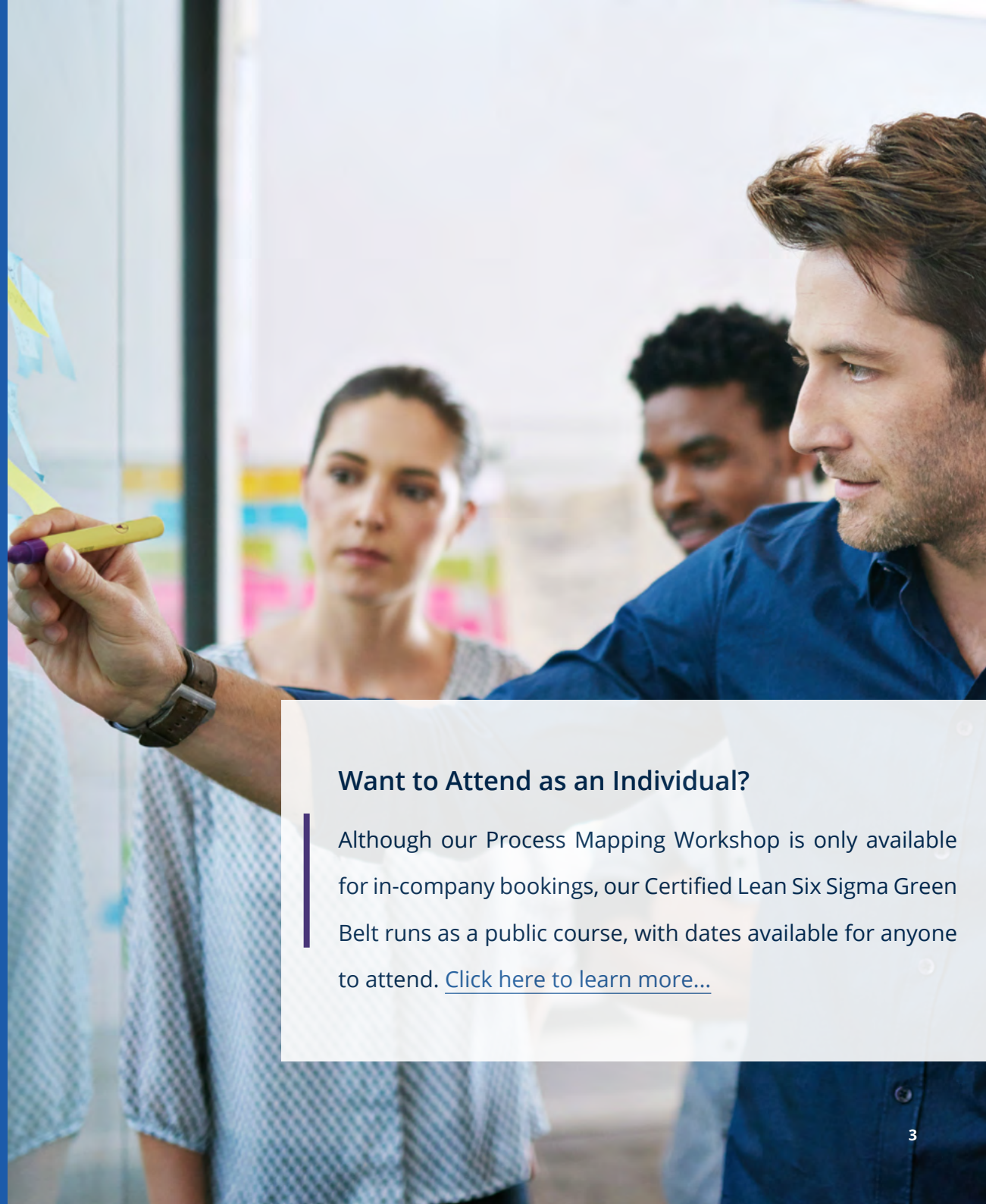
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## A Clear Path to Productivity

Process Mapping is an essential planning tool for any organisation interested in streamlining, improving visibility, and increasing efficiency in any process.

By documenting a process in a structured flow chart format, the management team gains a clear picture of all elements within the process, and can begin see ways of improving certain elements.

Process mapping is an excellent tool for continuous improvement, team training, and strategic leadership in any organisation.



## Want to Attend as an Individual?

Although our Process Mapping Workshop is only available for in-company bookings, our Certified Lean Six Sigma Green Belt runs as a public course, with dates available for anyone to attend. [Click here to learn more...](#)



# 5 Benefits of Process Mapping



## Visibility

A process map enables you to see all elements within a process. Clearly seeing what's required for each component provides insight into areas for improvement.

## Ownership

Effective process maps provide clarity around who does what within a process. This, in turn, eliminates confusion and promotes ownership for each task.

## Training

Because a process map gives an excellent overview of a process, it naturally doubles as a training tool for both new and existing team members. Utilising a process map for training ensures everyone is on the same page.

## Continuous Improvement

Process maps are an effective continuous improvement resource. They give a clear picture of each factor within a process, which enables you to see how it can be streamlined and become more efficient.

## Team Engagement

A process map gives each person a sense of direction and purpose. Each member of the team is informed about what's required for success and understands how to make the process work at an optimal level.



# About This Workshop

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## Practical Skills for Active Processes

This is a high-impact programme for organisations seeking to develop a clear and structured picture of each process within the business. It can be delivered as a standalone workshop or as part of a complete continuous improvement programme.

## Objectives

On completion of this 2-day workshop, participants will be equipped with skills, knowledge, and competencies to work in collaboration with the business to:

- ✓ Produce accurate representations of existing processes using process mapping techniques.
- ✓ Identify the impact of agreed proposed changes to those processes (upstream and downstream) plus other business processes.
- ✓ Create future stream process maps using group decision making and team facilitation techniques.

# Delivery Style

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We run this Process Mapping Workshop for in-company (also called “in-house” or “on-site”) training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-house style of delivery.

## How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.



## Why In-House?

- ✔ **Tailored for Your Team** - Although the course syllabus must be adhered to, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.
- ✔ **You Choose the Delivery Style** - We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training (learn more on the next page).
- ✔ **Flexibility** - In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

[Get a Quote](#)

# Delivery Style: Live Virtual Training

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Virtual training enables participants to connect to live, trainer-led sessions from wherever they are located.

It's easy to connect and they will gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

## How Virtual Training Works

In advance of training, we will send each participant the information and link they need to join the training.

To connect with our live training, participants will need a steady internet connection and a device with a web-camera, speakers, and microphone. Most home internet connections work perfectly for live virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will make sure everyone has guidelines on how to get connected. It's an easy, user-friendly process.



## Why Virtual?

- ✓ **Learn from Home** - This is an ideal solution for teams that work remotely. They can connect with real-time training sessions from wherever They are currently based.
- ✓ **Delivered by Experts** - By choosing our live virtual training, your team will learn from subject matter experts. They will also benefit from the ability to ask questions and gain advice from our trainers.
- ✓ **Group Training** - This style of training enables participants to interact virtually with their team. Via our online platform, they will be able to take part in group discussions and exercises without leaving home.
- ✓ **Focused Learning Environment** - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

[Ask a Question](#)

[Get a Quote](#)

# Workshop Content: Day 1

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## ① Module 1: Introduction to Process Mapping

- Workshop format and training context
- Exploring the benefits of process mapping
- Types of process maps
- Challenges facing your team and organisation
- Your role as a facilitator
- Questioning and listening skills

## ② Module 2: Current State Process Mapping

- Identify processes to be mapped
- Identify process changes (which will be agreed prior to the workshop start date)
- The process of mapping, SIPOC, and swim lane
- Map the current state processes as they are right now
- SIPOC maps to establish high level process steps
- Value stream maps
- Superimpose proposed process changes to current state maps to produce a transition state map

continued on next page...



# Workshop Content: Day 2

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## ③ Module 3: Analyse Current State Value Stream Map

- Identify value add, necessary value add, and non value add activities
- Analyse time and quality metrics
- Root cause analysis
- Summarise findings

## ④ Module 4: Future State

- Group decision making techniques
- Create future state value stream map
- Identify impact of proposed changes on other processes
- Identify impact of proposed changes on other functions

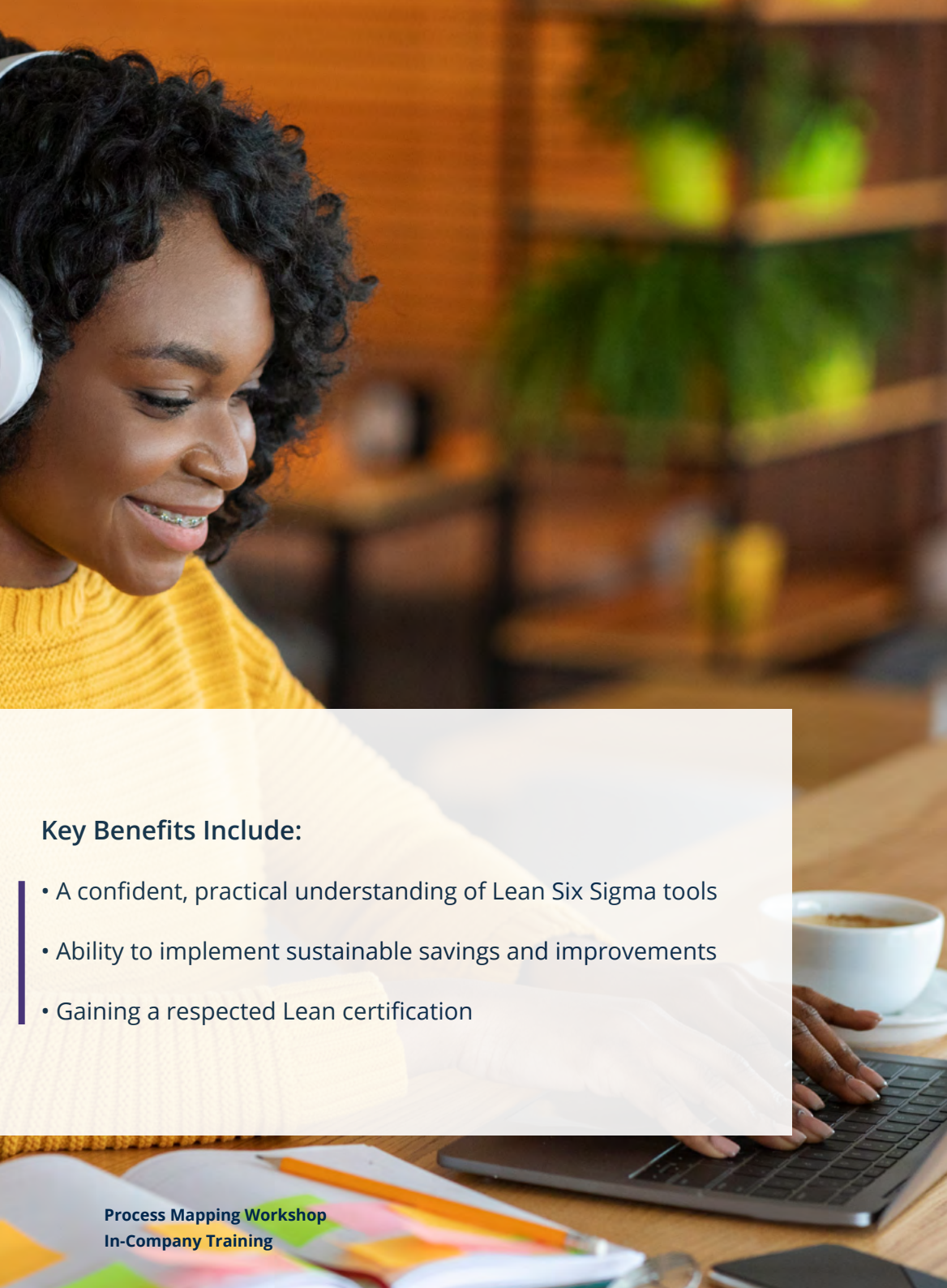
### Tailored for Your Needs



This is an example of our standard Process Mapping workshop content.

When we deliver this course as an in-company training programme, we will discuss your challenges and priorities in advance of the training.

[Request a Quotation](#)



### Key Benefits Include:

- A confident, practical understanding of Lean Six Sigma tools
- Ability to implement sustainable savings and improvements
- Gaining a respected Lean certification

## Attend a Public Course

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This Process Mapping Workshop is exclusively available for in-company bookings.

However, if you would like to attend one of our public training dates that covers similar skills, our Certified Lean Six Sigma Green Belt for Business is an excellent fit.

This 5-day course is designed for anyone who wants to learn about, and become confident in using Lean and Six Sigma tools to reduce waste and implement process improvements within any organisation.

[Visit Webpage](#)

## 3 Ways to Get Started

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### Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions you have and advise on the best option for your team's process mapping training.

**Freephone 1800 910 810**



### Get a Tailored Quotation

Click the button below to request a tailored quotation for your company's process mapping training

We will be in touch with a detailed quotation fitting your team's requirements.

**Get a Quotation**



### Ask A Question Online

If you would prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the "Ask a Question" button below is the best option.

We will respond with the information you need.

**Ask a Question**

# About Us

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## Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential



### Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.



### Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.



### Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.



### Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

## Stay Connected

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# Contact Us

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**Contact Us**

