



professional  
development

# Process Mapping Workshop

In-Company Training

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Practical Workshop

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2 Days

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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 on 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.

# 5 Key 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 a very effective resource for continuous improvement. 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 everyone 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 that want 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.



## In-Company Training

This course is only available for in-company bookings.

“In-company” is a style of training whereby we deliver the programme at your premises, exclusively to your team, and on a date chosen by you.

You can learn more about the delivery style of this workshop on Page 8.

# 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

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# 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

# About In-Company Training

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## In-Company Training

The format of this programme is “in-company”, meaning that we come to your premises, or a venue chosen by you to deliver training exclusively to your team.

In-company training gives you date flexibility - you choose the date for training. It also enables you to focus on any particular problems you would like to work on solving, as we can tailor the programme content to focus on your business needs.

## Delivery Style

- Practical workshop approach.
- Facilitated group discussions.
- Individual and group exercises.
- Practical application of learning to challenges within your organisation.
- We provide comprehensive course materials.
- Delivered by an experienced training professional

## Get Started

If you think that in-company Process Mapping workshop could work well for you, we'll be happy to discuss your training needs in detail.

Get in touch by phone on **Freephone 1800 910 810**, or by clicking the button below to request an in-company quotation.

[Get an In-Company Quote](#)



## Public Courses

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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.

### Key Benefits Include:

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



### Get Started

Use the buttons below to visit our Certified Lean Six Sigma for Business webpage, or instantly download the full course brochure.

Alternatively, you can reach us by phone on Freephone 1800 910 810. We'll advise on the next available course dates, and how this certification could benefit your career.

[Visit Webpage](#)

[Download Brochure](#)

## 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 - fri, 9.00 - 5.30).

We will always be happy to chat with you about the right path for your process mapping training.

**Freephone 1800 910 810**



### Get a Tailored Quotation

To request a tailored quotation for your in-company process mapping training, click the button below.

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

**Request a Quotation**



### Ask Us A Question Online

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

We'll respond with the information you need.

**Ask A Quick Question**

# About Us

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## Professional Development - 28 Years of Innovation and Excellence

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

For 28 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, lean six sigma, management, communications, sales, and training design and delivery skills.

Our courses are designed to expand your skills and 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.



Head Office

Suite 11, Plaza 256,

Blanchardstown Corporate Park 2,

Ballycoolin, Dublin 15, D15 T934



Freephone 1800 910 810

Dublin 01 861 0700



[ask-us@professionaldevelopment.ie](mailto:ask-us@professionaldevelopment.ie)



[www.professionaldevelopment.ie](http://www.professionaldevelopment.ie)

