

LMG 03002 - Business Administrative System and Process Re-engineering Skill and Methodology

Introduction

This course aims to provide participants with good understand and skill in design and conduct administrative activities in an organization.

Design for

This program is designed for participants who need to communicate and coordinate frequently with people from different departments within their organizations or outside their organization with external parties.

Contents

1. Roles and objectives of departments and organizations
 - How can my work related to other people in the organization?
2. Roles of Administration
 - How to implement just-in-time system and other system to improve effectiveness and efficiency of the work?
3. Standard setting
 - How to establish standard of performance and critical to success factors identification in the administrative process?
4. Process design
 - How to construct flow diagram and determine value and non-value add activities for the organization?
5. Business Process Re-engineering
 - How to improve the business process and implement lean process design in the organization to speed things up?

Language Medium

Cantonese (supplemented with English)
English course manual

Duration

4 days

Contact our Sales Consultant for assistance - free of charge

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