BOOST
THE LEADING TRAINING PROVIDER

Project & Contract Management

Business Process Redesign and Re-Engineering

Course Introduction

In today's dynamic business environment, staying competitive and efficient is crucial for organizations. BPR offers powerful methodologies that can revolutionize how companies operate, leading to enhanced performance, streamlined processes, and significant cost savings.

This training course will help participants dive deep into the world of BPR, equipping them with the knowledge and skills to drive successful process transformations within the organization. This course will highlight topics such as the fundamentals of BPR, the benefits of BPR through real-world case studies, the step-by-step BPR method, how BPR can serve as a foundation for continuous improvement, ensuring organization stays future-proof and adaptable in a rapidly evolving market. By the end of this transformative journey, participants will be well-equipped to lead BPR projects, optimize processes, and contribute to your organization's overall success through the power of Business Process Redesign and Re-engineering.

Target Audience

- Executive Secretaries
- Executive Personal Secretaries
- Personal Secretaries
- Executive Assistants
- Personal Assistants
- Office Managers
- Administration Managers
- Management Secretaries
- Senior Assistants

Learning Objectives

At the end of this training course, participants will be able to:

- Identify the fundamentals of Business Process Redesign and Re-engineering (BPR) and its significance in modern organizational transformations.
- Explore the benefits and principles of BPR, and how it is applied in both private sector enterprises and government institutions.
- Gain practical insights into the step-by-step BPR method, including identifying ineffective processes and defining relevant process measures.
- Learn essential change management strategies to effectively implement BPR projects and address resistance to change.
- Use BPR as a foundation for continuous improvement, ensuring sustained organizational success through thorough process analysis and successful project outcomes.

Course Outline

- **01 Day One**

  Introduction to Business Process Redesign and Re-engineering (BPR)

  - Exploring the Benefits of Business Process Redesign and Reengineering (BPR)
  - BPR Applications in the Private Sector and Government
  - Understanding the Principles and Mechanisms of BPR
  - Rationale for Implementing BPR
  - Key Success Factors for BPR Implementation
  - Evaluating Organizational Readiness for BPR
  - Identifying BPR Opportunities: Processes for Selection
  - Tools and Technologies to Support BPR Initiatives
  - BPR and its Relationship with Organizational Strategy

- **02 Day Two**

  Applying the BPR Methodology in Practice

  - Managing BPR Implementation Projects Effectively
  - Developing a Comprehensive BPR Framework

- ◦ Utilizing the BPR Conceptual Model
  - ◦ Key Questions to Address during BPR Initiatives

• **03 Day Three**

Step-by-Step Guide to Implementing BPR

  - ◦ Conducting Business Process Reengineering Activities
  - ◦ Articulating and Communicating the Change Vision
  - ◦ Building an Efficient BPR Team
  - ◦ Identifying and Addressing Ineffective Processes

• **04 Day Four**

Change Management in the Context of BPR

  - ◦ Integrating Process Reengineering with Change Management
  - ◦ Preparing for BPR-Driven Changes
  - ◦ Effective Change Management Strategies
  - ◦ Reinforcement Strategies for Sustaining Change
  - ◦ Utilizing Change Management Models

• **05 Day Five**

BPR as the Foundation for Continuous Improvement

  - ◦ Ensuring Thorough Process Analysis
  - ◦ Addressing Resistance to Change
  - ◦ Strategies for Ensuring Project Success
  - ◦ Identifying and Overcoming Impediments to Improvement
  - ◦ Building a Solid Business Case for BPR

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 21, 2025	April 25, 2025	5 days	4250.00 $	UAE - Dubai
July 7, 2025	July 11, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Sept. 14, 2025	Sept. 18, 2025	5 days	2150.00 $	Virtual - Online