

Training
Course

Optimizing Technical Workflows for
Peak Performance

Course Plan

Introduction

In today's fast-paced and competitive environment, organizations rely on efficient and streamlined technical workflows to achieve consistent high performance. This course is designed to equip professionals with advanced tools, strategies, and best practices to analyze, improve, and optimize their workflows. By focusing on performance metrics, automation opportunities, and process redesign, participants will learn how to minimize delays, reduce errors, and maximize output without compromising quality.

Course Objectives:

- ✓ Understand the core principles of workflow optimization and performance improvement.
- ✓ Identify bottlenecks and inefficiencies in technical processes.
- ✓ Apply proven methods to streamline operations and enhance productivity.
- ✓ Utilize technology and automation tools to support workflow efficiency.
- ✓ Develop a culture of continuous improvement within technical teams.
- ✓ Implement performance measurement systems to track and sustain progress.

Who Should Attend?

- Technical managers and supervisors.
- Process engineers and workflow analysts.
- Project managers in technical fields.
- Quality assurance and performance improvement specialists.
- IT professionals managing workflow systems.
- Team leaders seeking to improve operational efficiency.

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Day One

- Introduction to Workflow Optimization Principles
- The Link Between Workflow Efficiency and Peak Performance
- Mapping and Documenting Technical Processes
- Identifying Common Bottlenecks and Root Causes
- Lean Principles in Technical Operations

Day Two

- Applying Six Sigma Tools for Process Improvement
- Workflow Standardization Techniques
- Integrating Automation into Technical Workflows
- Data-Driven Decision Making for Process Optimization
- Time and Resource Management Strategies

Day Three

- Task Prioritization for Maximum Impact
- Communication Flow Optimization within Teams
- Minimizing Errors and Rework in Technical Processes
- Performance Metrics and KPI Tracking Systems
- Continuous Improvement Methodologies (Kaizen, PDCA)

Day Four

- Digital Tools for Workflow Visualization and Management
- Balancing Speed and Quality in Deliverables
- Managing Workflow Changes and Team Adaptation
- Cross-Functional Workflow Coordination
- Risk Assessment and Contingency Planning

Day Five

- Troubleshooting Workflow Failures
- Cost Reduction through Workflow Efficiency
- Encouraging a Culture of Accountability and Ownership
- Scaling Optimized Workflows Across Departments
- Sustaining Long-Term Workflow Improvements

Training Details

Course Duration	5 Days
Pre-Schedule	15 – 19 Sept 2025
Venue	Marriot Hotel - Amesterdam
Training Fees Per Person	KWD 1800 (One Thousand Eight Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates

