

Business Activity Analysis

Accelerate Training and Consulting Pty Ltd

Would you like to improve the systems you are working with, and create a more efficient team? Do you need to review workflow and responsibilities in your team? This course gives the manager the tools and confidence to undertake workplace reviews, systems improvements, and job analysis to make real productivity improvements.

Attend **Business Activity Analysis**, and take a journey with trainers who have undertaken business system reviews in large organisations and understand your needs.

This workshop will provide you with tools to analyse business activities in your work team, and implementation strategies.

This one day Seminar is being held monthly in a convenient CBD location.

Call or email to confirm interest and nominate an appropriate date

Topics

- *The systems approach*
 - ⇒ *Systems theory*
 - ⇒ *What is quality*
 - ⇒ *Overview of systems in your workplace*
 - ⇒ *Planning the review*
- *Conducting the review*
 - ⇒ *Tools to use*
 - ⇒ *Involving staff*
 - ⇒ *Workflow analysis*
- *Introducing changes*
 - ⇒ *The implementation plan*
 - ⇒ *Quality controls*
 - ⇒ *Measuring success*

(Suitable for managers and supervisors responsible for undertaking business

Level 2
"The Mansions"
40 George Street
Brisbane Qld 4001

Cost: \$385 per person (GST incl.)
(Significant discounts available for multiple participants from one organisation)

Contact Accelerate and register your interest:

Phone: 07 3012-8038 **E-mail:** enquiries@xlr8.net.au
Website: www.xlr8.net.au



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