

Course Title:

Optimising HR Operations with Business Process Re-Engineering

One of the top challenges facing any HR practitioner is to manage the many processes that take place in the HR function, from recruitment and on-boarding to learning management to payroll processing and grievance handling. With the availability of technology and automation comes the pressure to identify processes that can be optimised so that the HR function can channel more resources to be more strategic rather than transactional.

Business Process Re-engineering (BPR) is a business management methodology, originally pioneered focusing on the analysis and design of workflows and business processes within an organization, with the purpose of optimising the time and resources by identifying redundant processes and also opportunities for technology to be leveraged upon. It has since become a key strategy adopted in all change management projects in various industries and disciplines including HR.

In this 1-day workshop, our facilitator would relate to his own experience as a HR practitioner involved in change management projects, the largest which was during a merger where he played a leading role and one of the main tools he used was the BPR methodology.

Learning Objectives:

At end of the workshop, learners will be equipped with the knowledge and skills to:

- 1) Understand what BPR is and its key components
- 2) Identify processes in HR where BPR methodology can be applied
- 3) Analyse current HR processes using BPR methodology
- 4) Redesign the HR processes using BPR Methodology
- 5) Overcome potential challenges in implementation

Course Contents:

The workshop contents cover:

- 1) What is BPR and how to use the methodology
- 2) Identifying HR processes for optimisation
- 3) Process visualisation, analysis and redesign
- 4) Challenges and strategies in implementation
- 5) Project planning

Methodology:

Trainer-led facilitation, case study and presentation in groups using BPR methodology, individual review and reflection

Who Should Attend:

HR leaders or practitioners who intend to optimise any HR processes

Course Duration:

1 Day (8 hours)