BLACKBiRD
FOR TRAINING

Work Identification

Munich (Germany)

8 - 12 September 2025

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Work Identification

Introduction

This training course is designed to help participants understand and identify the key components of work processes across various industries. The course will focus on tools and techniques for identifying tasks, allocating resources, setting timelines, and ensuring work process efficiency.

Course Objectives

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

- Understand the fundamental concepts of work identification.
- Identify key tasks in a work process or project.
- Apply work identification techniques to different project scenarios.
- Create a clear work breakdown structure WBS to improve task management.
- Implement effective time management strategies through work identification.

Course Outlines

Day 1: Introduction to Work Identification

- Defining work identification and its significance.
- The importance of work identification in project management.
- Understanding the role of work identification in enhancing efficiency.
- Key components and elements of work identification.
- An introduction to Work Breakdown Structure WBS.

Day 2: Techniques for Identifying Work

- Overview of the work identification process.
- Work identification techniques: Brainstorming and team collaboration.
- Mapping work processes with flowcharts.
- Identifying dependencies between tasks.
- Tools and software for work identification e.g., Gantt charts, Kanban.

Day 3: Analyzing Work Tasks and Resources

- Breaking tasks down into manageable units.
- Resource allocation and identification.
- Estimating time and effort for tasks.
- Identifying potential risks in work processes.

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- Prioritizing tasks for enhanced productivity.

Day 4: Building Work Identification Plans

- Creating a detailed work identification plan.
- Aligning tasks with project objectives.
- Integrating work identification into project timelines.
- Coordinating tasks with team members.
- Continuous monitoring and adapting the work identification process.

Day 5: Case Studies and Practical Application

- Review of real-life case studies on work identification.
- Group discussion on best practices.
- Participants develop a work identification plan for a mock project.
- Presentation and review of group work plans.
- Course wrap-up and feedback session.

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