

Work Identification

Tokyo (Japan)

21 - 25 April 2025

UK Training

PARTNER



Work Identification

Code: PM28 From: 21 - 25 April 2025 City: Tokyo (Japan) Fees: 4700 Pound

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.

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned on a white and grey checkered chessboard background. In the foreground, several chess pieces are visible: a silver pawn, a silver knight, and a gold king, all set against a background of concentric white circles.

- 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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