

## Improving Business Processes Pocket Mentor

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Description. In challenging times, companies must serve their customers faster and more efficiently. This makes improving your business processes more critical than ever. In this book, you'll learn key steps for carrying out a business process improvement initiative, including how to: -Plan a business process improvement initiative -Analyze and redesign a current process that needs improvement -Obtain the resources needed to change a proces -Develop a systematic approach for creating and ...

In challenging times, companies must serve their customers faster and more efficiently. This makes improving your business processes more critical than ever. In this book, you'll learn key steps for carrying out a business process improvement initiative, including how to: Plan a business process improvement initiative Analyze and redesign a current process that needs improvement Obtain the resources needed to change a process Develop a systematic approach for creating and implementing change The Pocket Mentorseries offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness.

In challenging times, companies must serve their customers faster and more efficiently. This makes improving your business processes more critical than ever. In this book, you'll learn key steps for carrying out a business process improvement initiative, including how to: -Plan a business process improvement initiative -Analyze and redesign a current process that needs improvement -Obtain the resources needed to change a process -Develop a systematic approach for creating and implementing change

How do you decide on the best course of action for your company to take advantage of new opportunities? By building a business case. This book provides a framework for building a business case. You'll learn how to: Clearly define the opportunity you'll want to address in your business case Identify and analyze a range of alternatives Recommend one option and assess its risks Create a high-level implementation plan for your proposed alternative Communicate your case to key stakeholders

Whether you are looking for a way to create efficiencies, analyze the work that is being done, or provide better customer service or innovation, you are ultimately looking for a tool to better understand processes. This book discusses the complete cycle of business process mapping and links business objectives, risks and measures of success to the processes being mapped.

Every day on the job, you face common challenges. And you need immediate solutions to those challenges. The Pocket Mentor Series can help. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify your strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable, concise guides enable you to tackle the daily demands of your work with speed, savvy, and effectiveness. The latest volume in the series: Executing Strategy That strategy you've defined for your group is brilliant--promising better market share, higher profits, or some other impressive business result. But your strategy won't deliver the expected outcomes if you and your group don't execute it that is, if you don't put it into action by implementing the right strategic initiatives. This volume helps you master the challenging art of strategy execution. You'll learn how to: -Craft action plans for the strategic initiatives required to meet your goals -Keep your action plans on course despite the inevitable setbacks and surprises -Cultivate employees' sense of ownership and accountability for your plans -Create a group culture in which everyone views strategy as their job

Organizations want--and need--to track the changes in their overall performance. And the divisions, units, teams, and individuals within these organizations engage in similar success measurement. Performance Measurement explains the importance of regularly monitoring your group's performance and introduces formal measurement practices. You'll learn to Apply a disciplined process to performance measurement Set targets and communicate data effectively Use performance management as a coaching and development tool Meet Your Mentor Robert S. Kaplan is Baker Foundation Professor at the Harvard Business School and Chairman of the Practice Leadership Committee of Palladium, Executing Strategy. He has authored or coauthored 14 books, 18 Harvard Business Review articles, and more than 120 other papers. The Pocket Mentor series offers immediate solutions to the challenges managers face on the job every day. Each book in the series is packed with handy tools, self-tests, and real-life examples to help you identify strengths and weaknesses and hone critical skills. Whether you're at your desk, in a meeting, or on the road, these portable guides enable you to tackle the daily demands of your work with greater speed, savvy, and effectiveness.

As a manager, you make countless decisions every day. Some are straightforward, such as assigning a team member to a project. Others are far more complex, such as determining how to handle an under-performing product line. How can you boost the odds of making the best decisions for your organization? Treat decision-making as a process. This volume reveals key strategies for handling each step in the process. You'll find out how to: · Generate a diverse set of alternative courses of action for the decision at hand · Assess the feasibility, risks, and ethical implications of each alternative · Select the best course of action · Communicate your decision and carry it out

Are you baffled by how your department can keep making the same mistakes? Do you feel you have been climbing an unending, uphill battle trying to focus your employees ' limited time on more valuable work? You ' re not alone! In fact, these obstacles are so common in business that the solution to getting past them even has a name--business process improvement (BPI).Thankfully, though, you don ' t have to be a BPI expert in order to resolve these situations and find the results your business needs to find success again. Written by an experienced process analyst, The Power of Business Process Improvement is the resource you need to find a simple, bottom-line approach to process improvement work. By implementing its proven 10-step method, you will be able to: • Eliminate duplication and bureaucracy • Control costs • Establish internal controls to reduce human error • Test and rework the process before introducing it • Implement the changesWhether you are new to BPI or a seasoned pro, this user-friendly how-to guide--complete with software suggestions, quizzes, a comparison of industry improvement methods, and examples to help you apply the ideas--is your solution to turning your business into the well-oiled machine you know it can be.

Rediscover how your organization works and where it can be improved by using simple, yet powerful techniques! How Work Gets Done will provide the business or IT professional with a practical working knowledge of Business Process Management (BPM). This book is written in a conversational style that encourages you to read it from start to finish and master these objectives: • Learn how to identify the goals and drivers important to your organization and how to align these with key performance measures • Understand how business strategies, business policies, and operational procedures need to be connected within a Business Process Architecture • Know the basic building blocks of any business process -- Inputs, Outputs, Guides, and Enablers • Learn how to create a BPM Center of Excellence in your organization • Acquire the skills to establish a BPM methodology addressing Enterprise-level, Process-Level, and Implementation-Level priorities • Learn how to build a Process Competency Framework encompassing all BPM stakeholders • Obtain the knowledge to improve a process step-by-step with easy to use techniques and templates such as swimlanes and flowcharts How Work Gets Done is a clear, concise, and well-navigated journey into the world of Business Processes and Business Process Management. From a practical introduction through advanced topics around methodology and competencies, it is suitable for business process newcomers and seasoned practitioners alike. It should be required reading at all levels of every organization. Eugene Fucetola — Global Application Messaging and Integration, Operations Manager, Mars Information Services If you ' ve always wished you had a very practical friend who could sit down and talk you through just what ' s involved improving how work gets done at your organization, this is the book! Paul Harmon — Executive Editor, Business Process Trends and Chief Methodologist, BPTrends Associates Artie Mahal has done something that was thought to be impossible -- produce an easily readable book about business process management. He paints pictures with words, offers many easy-to-grasp analogies, and stimulates with simplifying charts of complex concepts. Leon Fraser — Lecturer, Rutgers Business School