

# Business Process Mapping for EDRMS



Achieve business buy-in with your EDRMS

## OVERVIEW

Continuously increase adoption of your EDRMS through integration of the EDRMS into business processes. Increase the value of Records Management staff by demonstrating how you can achieve decreased risk and increased efficiency for your organisation.

### The Language of Process Mapping

- Understanding what process mapping is and the language it uses
- Explore the types of projects and business processes that benefit by mapping

### Working with People

- Working within a continuous improvement framework
- Planning before you begin that creates successful outcomes
- Efficient methods of gathering information from individuals and groups
- Identifying any change in process required
- Applying and selling the EDRMS solution
- Successfully implementing and embedding the process

### Constructing a Process Map

- Layout styles that improve clarity
- Techniques for working with groups to create a prototype
- How to develop a MS Word process map
- How to develop a MS Visio process map

## DURATION

1 day

→ [Click Here for Scheduled Dates](#)

## DELIVERY MODES

- ✓ Scheduled workshop
- ✓ Onsite workshop

## PRE-REQUISITES

Experience using an EDRMS

## AUDIENCE

EDRMS End User   Records Officer   Business Analyst

## CORE COMPETENCIES

- ✓ Business Analysis
- ✓ Graphical Workflow
- ✓ Communication

## OUR EXPERTISE

Linked Training are experts in bringing real improvement to individuals, Government and Non-Government clients. Our skill is developing training content that supports both individual development and business objectives. We utilise the power of layered learning and experiential practice to fully engage and provide motivation to continuously improve.

## CUSTOMISE

We can customise! We work closely with you to understand the organisation focus on development, the required business outcomes, corporate policy and industry compliance, and your customer's needs.

**BOOK NOW**

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Or call **02 8824 4677**  
for more information