

MANAGING WORKFLOWS [MAN012]

Implementing innovative, efficient and consistently quality driven workflows in all parts of the media value chain

SAQA Unit Standard: 242813

Credits: 5

NQF level: 4

Duration: 2 days

OVERVIEW:

Adding value by unlocking efficiencies and innovating while maintaining a consistent approach to quality is essential in all parts of the ever changing media business today.

Managing teams of people, processes and technology brings all number of challenges. Dividing workload into manageable portions and running your operation like a business while getting the most out of the relationships with your clients, service providers and suppliers is a critical skill.

Join industry colleagues on this two-day workshop to share experiences and come away with best practices and tools to help you make a significant difference.

The two-day workshop is aimed at:

- Operational Managers, Supervisors or Team Leaders in the media industry managing any form of content related workflow.
- Managers with commitment, energy and a need to achieve objectives through innovation and efficiency.

On completion of this training, participants will be able:

- Unpack existing workflows, look for efficiencies and improve on the outputs.
- Create, Innovate and apply principles that work towards improved workflows and processes.
- Identify the quality drivers within the processes.
- Understand the importance of SOP's and naming convention.
- Enhance client and service provider / supplier relations.
- Demonstrate an understanding of how the activities in own area align to the overall strategy of the organisation.
- Implement changes and performance measures that result in significant improvements.

NB. Participants will receive printed workbooks to complete in the workshop and a Portfolio of Evidence to be completed at the workplace.