



International Training
Center Paris

TRAINING SCHEDULE



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BUSINESS ANALYSIS FOR ADMINISTRATIVE PROFESSIONALS

Overview:

The Business Analysis for Administrative Professionals training program is designed to equip administrative professionals with the skills and knowledge necessary to effectively analyze business requirements, identify areas for improvement, and contribute to the overall success of their organization. The program will cover a range of topics, including business analysis techniques, data gathering and analysis, process improvement, and stakeholder management.

Objectives:

- Understand the importance of business analysis in organizational success
- Develop skills in gathering and analyzing data to identify business requirements
- Learn techniques for identifying areas for process improvement
- Develop stakeholder management skills to ensure successful implementation of business analysis solutions

The training program will include lectures, case studies, group discussions, and practical exercises. Participants will have the opportunity to apply the concepts learned in the training program to real-world business scenarios. By the end of the training program, participants will have the skills and knowledge necessary to effectively analyze business requirements, identify areas for improvement, and contribute to the overall success of their organization.

Targeted Groups:

- Business analysts
- Administrative coordinators with analytical roles
- Process improvement specialists

- Operations managers
- Data analysts transitioning to administrative roles

Planning:

Day 1: Introduction to Business Analysis

- Understanding the role of business analysis in organizational success
- The business analysis process and its key components
- The importance of stakeholder management in business analysis

Day 2: Data Gathering and Analysis

- Techniques for gathering and analyzing data
- Best practices for documenting business requirements
- Common challenges and solutions for data analysis

Day 3: Process Improvement

- Identifying areas for process improvement
- Techniques for optimizing business processes
- Developing and implementing process improvement solutions

Day 4: Stakeholder Management

- Identifying and engaging with stakeholders
- Communication techniques for effective stakeholder management
- Overcoming stakeholder resistance to change

Day 5: Business Analysis Case Studies

- Applying business analysis techniques to real-world scenarios
- Group discussions and case studies to reinforce learning
- Developing action plans for implementing business analysis solutions in the workplace