

BPTA 103



BPTA 103: Information Gathering and Facilitation for Business Processes

Prerequisites

BPTA 101, BPTA 102

Duration

1 day

Course description

This course provides instruction and practical training in gathering information from individuals and groups. The Modelling, Analysis and Design course (BPTA 102) is based on the use of information gathering worksheets and diagrams. This course considers how analysts gather the information needed to populate those worksheets and diagrams. The course stresses the basics of planning for information gathering, conducting interviews with individuals, and conducting group facilitation sessions. Techniques for generating innovative business process solutions in creative sessions will be addressed. The roles, skills and techniques of the interviewer, facilitator and scribe will be defined and the course will provide practice for all participants through the use of a sample scenario and role plays.

Who Should Attend

This class is designed for analysts tasked with gathering and documenting information about an organisation's business processes. Process Project Managers responsible for coordinating process improvement solutions will learn what to expect from process sessions. IT and business professionals who have process team-member and facilitator responsibilities will learn when to participate and when to facilitate.

After this course you will understand

- why information gathering and facilitation for process projects is different
- what questions to ask in order to reduce process analysis and design risk
- when to interview and when to run facilitated session
- the range of creative approaches that turn conflict into consensus for process assessment and design.

You will learn how to

- build a good interview checklist and workshop agenda
- conduct interviews and facilitated sessions to gain trusted information about processes
- gain consensus amongst competing and conflicting stakeholders
- plan and facilitate a group session to gather process information.

For more information
about Leonardo Education
h.hall@leonardo.com.au
02 9006 7956

leonardo  consulting

242 Riley St
Surry Hills
Sydney NSW 2010

AUSTRALIA

t: +61 (0)2 9211 1719

f: +61 (0)7 3831 5522

training@leonardo.com.au

www.leonardo.com.au

ABN: 20 066 273 256

ACN: 066 273 256

 **IIBA**® Endorsed Education
Provider

This course is aligned with the International Association of Business Analysis (IIBA®) Business Analysis Body of Knowledge (BABOK® V2.0) and is endorsed by the IIBA. Attendees will earn 8 PDs (Professional Development) hours or 8 CDUs (Continuing Development Units) for attending this course. Please use Provider Code EEP 228-3.

Leonardo Consulting delivers the BPTrends training curriculum in Australia and New Zealand. The BPTrends BPM Professional Certificate program includes three courses: Principles of Business Process Management (BPTA101), Introduction to Business Process Modelling, Analysis & Design (BPTA102) and Information Gathering and Facilitation for Business Processes (BPTA103).

 **BPTrends**
Associates