



QUALITY MANAGEMENT INTERNATIONAL, INC.

DEVELOP AND DOCUMENT YOUR MANAGEMENT SYSTEM

eLearning Course

Your organization already has a system. Learn how to reveal your process-based management system so your leaders and colleagues appreciate it. Earn top management's buy-in so everyone wants to use it and improve it. Learn how to lightly document your system; based on what your organization needs to manage continual improvement. Learn how to analyze a system and its processes using [TeamFlow](#) for the "ease, speed, clarity and low costs" as reported by our clients.

Learn at your own pace. 60 minutes of guidance, with assignments for you to learn by doing, result in 16 hours of learning. Learn and apply the well-established principles and techniques to the development of your own process-based management system.

Using this unique combination of guidance and assignments means that you will have:

- Authority to develop and manage your system.
- Led the system development team to success.
- Analyzed your organization's core process (from needs to cash).
- Identified key processes, their sequence and how they interact.
- Analyzed key processes with the process owners.
- Defined and reviewed who does what to fulfill process objectives.
- Designed and developed new key processes that are essential to your system.
- Simplified system documentation while archiving unnecessary documents.
- Enabled top management to appreciate their system.

You will also have used the downloaded documents to guide and inspire you:

- Quality Policy and Objectives.
- Action Planning Checklist and the Project Action Plan.
- Process Awareness Handout for Employees.
- Document Coding Scheme for System Documents.
- A Core Process Flowchart (end to end).
- A List of Key Processes (essential for success of a system).
- Flowcharted Procedures for: Controlling Documents, Auditing the System and Controlling Nonconforming Product.
- Flowcharted Procedures for: Analyzing Data and Taking Preventive Action and Stopping Recurrence of Nonconformity.
- Two other Documented Procedures including an effective approach to control records.

This course shows you how to engage leaders, analyze the system and its processes and design new processes. Also see how to flowchart procedures and what to put in the manual. ISO 9001:2008 is the focus. However, you may apply this training to any other standard(s) for management systems.

Return to your eLearning course as many times as you like for 12 months after purchase.

Sign-up for your eLearning course here: [Develop and Document Your Management System](#).

Email any questions to our lead management systems consultant: [John Broomfield](#).

www.aworldofquality.com