

East Asia Training & Consultancy Pte Ltd

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iGrafx FlowCharter

1-Day Professional Development Workshop

[East Asia Training & Consultancy Pte Ltd](#) invites you to attend a one-day professional development workshop, covering the use of iGrafx FlowCharter.

Course Summary

This workshop is designed to shorten the learning curve and ensure effective usage of iGrafx FlowCharter in organizations where documenting business processes is of increasing importance. It supplies you with the skills and knowledge to make iGrafx FlowCharter work for you and your organization. This one-day workshop introduces process diagramming and process data entry (modeling).

The course material is divided into seven areas of discussion. Each topic incrementally builds on knowledge obtained in the previous section. During the lecture/discussion portion of each topic, students replicate the instructor's examples on their own computers. Lab exercises are used to reinforce iGrafx FlowCharter concepts.

Fees & Registration

The fee includes lectures, course materials, databases, luncheons, tea/coffee breaks, refreshments and opportunities to meet with other professionals from different industries throughout Asia. This is an intensive “hands-on” course. Each delegate is required to bring their own laptops.

The number of delegates is restricted. Please register early to guarantee your place. Please complete the registration form and fax it to us to reserve a place. Confirmation will only be made upon receipt of payment. Further instructions will be given to confirmed participants.

If you need assistance in locating hotel accommodation in the area for this workshop, please email your request to us at administrator@eastasiatc.com.sg.

MAS Financial Sector Development Fund (FSDF)

Participants may be eligible for Financial Sector Development Fund (FSDF) support on a case by case basis. Interested applicants should submit their

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applications to the FSDF Secretariat directly. For enquiries, please contact the FSDF secretariat at 65- 6229 9396 or via email at fsdf@mas.gov.sg.

Course Outline (subject to minor changes)

Topic 1 through 2: Creating a Process Diagram

A process diagram, or flowchart, is a graphical representation of a process. Students learn to create and modify process diagrams covering basic methods. This includes manipulating departments, shapes, connection lines, and text.

Topic 3: Advanced Process Diagramming

Students learn advanced diagram creation and formatting options, as well as redefining default settings while creating a process diagram. Templates are introduced as alternate starting points for process diagramming. Cause-and-Effect diagrams are introduced.

Topic 4: Data Entry Overview

Each shape on a process diagram represents an activity. The activity describes the behavior associated with the shape. Students learn to capture, enter, and display fundamental process data and metrics for each activity.

Topic 5: Creating Hierarchy

A single iGrafx file may contain many process diagrams. You may directly link these processes together to create sub processes (hierarchy), or they may remain parallel processes.

Process diagrams from one file are easily merged into another iGrafx file. Students learn to create, modify, and manage process diagrams and links to documents (e.g. FMEA).

Topic 6: The Tabular View

The default view of a diagram is the Normal view. The Tabular view provides an alternate view. Students learn to create, edit, and use the tabular view to document a process.

Topic 7: Input & Output

Students learn the mechanisms for moving data into and out of iGrafx products including printing components, importing FlowCharter, Visio®, and other non-iGrafx files, saving to a web page, and linking and embedding information with the standard Windows (OLE) functionality. The export of flowchart data to Word and Excel is also introduced.

Students are also welcomed to bring your own data-sets and discuss with our trainer.