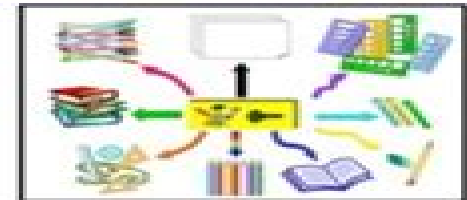


Elaboración de Manuales Administrativos

Manual de Normas y Procedimientos

¿Quiénes deben participar?

Asistentes y analistas administrativos, de organización y de sistemas. Auditores administrativos y operacionales.



Beneficios para el participante

Manejar técnicas idóneas para elaborar manuales, ejecutar su implantación, hacer su seguimiento y efectuar el control requerido para su funcionamiento efectivo dentro de la organización.

Contenido programático

La organización.

El Sistema de Control Interno y las instituciones

Los manuales como expresión instrumental del Sistema de Control Interno en las organizaciones.

Responsabilidades del área de Organización y Métodos.

Cultura y comportamientos del Analista de O. y M.

Cómo Gerenciar y Administrar Proyectos Organizacionales

Técnicas básicas para el Análisis y Recolección de la Información (I):

Mapa de Procesos.

Diagramas de Flujo.

Diagrama de Ishikawa.

Mapas Mentales de Tony Buzan.

Ejercicios Prácticos.



Normas y Procedimientos:

Manual Organizacional, Manual de Políticas, Manual del Empleado, Etc.

Manual de Normas y Procedimientos

Modelo de Crosby

Modelo Alemán

Modelo Integrado

Modelo PlayScript

Diagrama RACI



Caso de estudio Práctico de todo lo visto

Paso	Actividad	Responsable	Descripción	...
1	Inicio	Secretaría FPPSP		
2	Revisión documentos	Demanda		
3	¿Revisión documentos?			
4	Si			
5	No			
6	Revisión documentos			
7	Revisión documentos			
8	Revisión documentos			
9	Revisión documentos			
10	Fin			

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