

FUNDAMENTALS OF ROBOTIC PROCESS AUTOMATION (RPA)

“Harnessing Digital Workers to Streamline Business Operations and Boost Efficiency”

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Robotic Process Automation (RPA) is revolutionizing how businesses operate by enabling the automation of repetitive, rule-based tasks using software bots. RPA improves accuracy, speed, and productivity while reducing operational costs and freeing up human talent for higher-value work.

This 5-day course introduces participants to the core principles, tools, and applications of RPA. It provides a practical understanding of RPA architecture, development lifecycle, leading platforms (e.g., UiPath, Automation Anywhere, Blue Prism), and successful implementation strategies. The training is ideal for professionals seeking to understand and leverage RPA within their organizations.

Objectives

By the end of this course, participants will be able to:

- Understand what RPA is and its role in digital transformation
- Identify suitable business processes for RPA
- Explore RPA tools and development environments
- Learn about RPA design, development, deployment, and monitoring
- Analyze the risks, governance, and best practices in RPA adoption
- Build a roadmap for RPA implementation within an organization

Why Attend

- Learn how to reduce costs and errors through automation
- Gain insights into industry-leading RPA tools and platforms
- Discover how RPA can transform departments like HR, Finance, and IT
- Explore real-world use cases and success stories
- Receive toolkits and templates to evaluate and design automation projects

Target Audience

This program is designed for:

- Business analysts and process improvement professionals
- IT and automation specialists
- Operations managers and transformation leads
- Finance, HR, and supply chain professionals
- Project managers and decision-makers exploring automation
- Anyone seeking a foundational understanding of RPA

Individual Benefits

Key competencies that will be developed include:

- Understanding of RPA fundamentals and lifecycle
- Familiarity with RPA software tools and platforms
- Process evaluation for automation potential
- Ability to design and manage simple RPA workflows
- Knowledge of automation governance and risk management

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced process efficiency and consistency through automation
- Reduced operational costs and error rates
- Faster transaction and service processing times
- Improved compliance and auditability
- Increased staff capacity for strategic and customer-facing tasks

Instructional Methodology

This course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Introduction to RPA fundamentals, tools, and business value
- Case Studies – RPA adoption success in finance, healthcare, manufacturing, and services
- Workshops – Hands-on exercises to identify processes, design bots, and simulate workflows
- Peer Exchange – Collaborative group activities to share automation ideas and challenges
- Tools – Templates for process selection, bot design, ROI evaluation, and governance

MAWA EVENTS

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Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: RPA Fundamentals and Business Value

- Module 1: Introduction to RPA (07:30 - 09:30)
 - What is RPA? Key concepts and terminology
 - Benefits, limitations, and myths of RPA
- Module 2: RPA in the Digital Transformation Landscape (09:45 - 11:15)
 - RPA vs traditional automation
 - Where RPA fits in enterprise architecture
- Module 3: Identifying Use Cases (11:30 - 01:00)
 - Characteristics of good RPA candidates
 - Industry-specific applications
- Module 4: Group Activity - Process Identification Brainstorming (02:00 - 03:30)

Day 2: RPA Tools and Technologies

- Module 1: Overview of RPA Platforms (07:30 - 09:30)
 - UiPath, Automation Anywhere, Blue Prism
 - Licensing models, features, and market trends
- Module 2: RPA Development Environments (09:45 - 11:15)
 - Visual workflow design and low-code tools
 - Creating bots, recording tasks, testing
- Module 3: Integration with Other Technologies (11:30 - 01:00)
 - OCR, AI/ML, APIs, and legacy systems
- Module 4: Workshop - Exploring an RPA Tool Interface (02:00 - 03:30)

Day 3: RPA Process Design and Lifecycle

- Module 1: Process Mapping and Documentation (07:30 - 09:30)
 - Process discovery, as-is mapping, and automation logic
- Module 2: RPA Lifecycle Stages (09:45 - 11:15)
 - Design, build, test, deploy, monitor, and maintain
- Module 3: Bot Deployment and Orchestration (11:30 - 01:00)
 - Bot scheduling, triggers, and workload distribution
- Module 4: Case Study Review - End-to-End RPA Implementation (02:00 - 03:30)

Day 4: RPA Governance, Risk & Optimization

- Module 1: Governance Frameworks for RPA (07:30 - 09:30)
 - Roles, responsibilities, and RPA Center of Excellence (CoE)
- Module 2: Risk, Compliance, and Change Management (09:45 - 11:15)
 - Data security, auditing, and managing change
- Module 3: Measuring RPA ROI and KPIs (11:30 - 01:00)
 - Cost-benefit analysis and performance tracking
- Module 4: Workshop - Building a Business Case for RPA (02:00 - 03:30)

Day 5: Future Trends and Implementation Roadmap

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Module 1: Intelligent Automation and Hyperautomation (07:30 – 09:30)

- Combining RPA with AI, NLP, chatbots, and analytics
- **Module 2: RPA at Scale: Challenges and Success Factors (09:45 – 11:15)**
- Managing bots across multiple functions and geographies
- **Module 3: Creating an RPA Implementation Roadmap (11:30 – 01:00)**
- Steps for initiating and scaling RPA in your organization
- **Module 4: Final Review & Knowledge Assessment (02:00 – 03:30)**

Certification

Participants will receive a Certificate of Completion in Robotic Process Automation (RPA) Fundamentals, certifying their foundational knowledge of RPA tools, development lifecycle, implementation best practices, and digital workforce strategy.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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In-House / Customized Training

Interested in running this course for your team?

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