

## Certificate on RPA for Executives: Start to Deploy a Robotic Workforce in Your Enterprise



### Robotic process automation

VECTOR ILLUSTRATION

Course Fee: HK\$5,910 (May apply up to HK\$3,940\* subsidy)

\*Maximum saving, with the final grant subjects to approval.



Robotic Process Automation (RPA) tools can enable cost effective virtual workforces, replacing repetitive tasks performed by human. This is an essential workshop for any executives and decision makers to plan and get started with RPA, automate many manual processes without investing a huge upfront cost.

Programme code

10009522-03

Date and time

1, 8 Dec 2020, Tuesday  
09:30 - 17:30 (14 training hours)

Venue

Computer Rm 125, HKPC Building,  
78 Tat Chee Avenue, Kowloon  
Tong, HK

Medium

Cantonese, supplemented with  
English technical terms

Course fee

HK\$5,910  
(May up to HK\$3,940\* subsidy)

#### Who Should Attend ?

You can be non-tech Executives, Business Decision Makers, Users or IT Programmers. No Pre-requisition required.

### We will go through

- ⇒ Guidelines on selecting the appropriate processes for automation
- ⇒ How to prepare your Business Case for RPA and expected ROI
- ⇒ Mapping existing process (As-Is) and planning to automated process (To-Be) with RPA
- ⇒ Case sharing of actual deployment of successful RPA implementation
- ⇒ 6 hands on experiences in automating processes by using RPA tool and build your first RPA project
- ⇒ Learn how to monitor your Robot



What is RPA and why is it important today?

How can companies benefit from implementing RPA?

What kind of processes should be selected for automation?

What are some common implementation scenarios in organisations today?

### Day 1 – Part I

#### RPA/Automation Overview

- **What is Robotic Process Automation?**
- **Robotic Process Automation History & Drivers**
- **How Does a Robot in RPA Look Like?**
- **RPA use case examples**
  - RPA best practices in financial services, logistics, construction and HR
  - What are the common pitfalls and challenges faced by companies in RPA implementations?
- **How to select a right RPA tool for you**
- **Implementing RPA in the Enterprise**
  - What processes to start for RPA?

### Day 2

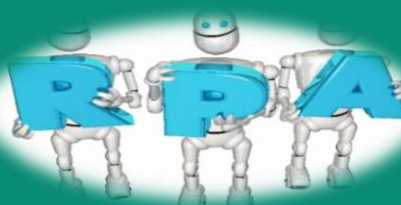
#### Hands-On RPA Studio - Build Automation

- **Build a Business Case for an RPA Initiative**
- **Establish the Required Infrastructure to Support and Maintain Automation**
- **Another 3 Hands on Advance Exercises to Build a Complex RPA Solutions**
- **Best Practice for Building Attended and Unattended Robot at Your Workplace**

### Day 1 – Part II

#### Pilot RPA in Your Enterprise

- **Introduction and Installation of RPA platform on Your Laptop**
- **RPA Process Candidate Selection**
- **Exploring RPA Platform**
  - Identify, evaluate and prioritise processes
- **A Basic Plan for Piloting and Implementing RPA**
  - Describe How-to document automation candidates in a process definition document (PDD)
  - Design, develop and test
  - Implement process(es)
  - Describe different activities for monitoring the automated process in the period directly after implementing the process
- **Create an RPA Center of Excellence (CoE)**
- **Critical Success Factors**
- **3 Hands on Exercises to Build Your First Robot**



#### RTTP Training Grant Application

Companies should submit their RTTP training grant application for their employee(s) via <https://rttp.vtc.edu.hk/rttp/login> at least two weeks before course commencement. Alternatively, [application form](#) could be submitted by email to [rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk) along with supporting documents.

#### Enrolment methods

1. Scan the QR code to complete the enrolment and payment online.
2. Mail the crossed cheque with payee name “Hong Kong Productivity Council” (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms Cherry LAM). Please indicate the course name and course code on the envelope.

#### Enrol Here

