

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

RPA

Robotic process  
automation
 CONNECTION 裝備未來  
**FUTURE SKILLS**

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	10013319
Duration and time	2 days 9:30 - 17:30
Venue	1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Medium	Cantonese, supplemented with English terminology
Course fee	HK\$5,910 (May apply 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?

### 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](mailto:rttp@vtc.edu.hk) could be submitted by email to [rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk) along with supporting documents.

This course is an approved Reindustrialisation and Technology Training Programme (RTTP), which offers up to 2/3 course fee reimbursement upon successful applications. For details: <https://rttp.vtc.edu.hk>.

## 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**



## Enrolment Methods

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

[Enrolment Link](#)