Course : RPA (Robotic Process Automation)

Practical course - 3d - 21h00 - Ref. RPA
Price : 1940 CHF E.T.

NEW

Automation is becoming essential, and this training course will introduce you to the fundamentals of Robotic Process Automation (RPA). You'll learn how to identify processes that can be automated, how to use popular RPA tools and how to implement concrete solutions to improve your company's efficiency. Get ready to transform the way you work, and free up time for higher value-added tasks!

Teaching objectives

At the end of the training, the participant will be able to:

- Understanding RPA principles and use cases
- Discover popular RPA tools (UiPath, Blue Prism, Automation Anywhere, etc.).
- Learn to analyze processes and identify those that can be automated
- Master the creation and management of RPA robots to automate repetitive tasks

Intended audience

Business managers, architects (functional and technical), product owners and/or IT project managers.

Prerequisites

No special knowledge required.

Course schedule

1 Introduction

- What is Robotic Process Automation?
- Differences between RPA, macros and other automation tools.
- Advantages and limitations of RPP.

PARTICIPANTS

Business managers, architects (functional and technical), product owners and/or IT project managers.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

2 RPA use cases

- Examples from different sectors.
- Finance: bank reconciliation, invoice processing.
- Human resources: timesheet management, onboarding.
- IT: incident ticket management.
- Identify processes suitable for automation: selection criteria.

Exercise
Identify automation opportunities in a fictitious scenario.

3 Popular RPA tools

- Overview of the main solutions: UiPath, Automation Anywhere, Blue Prism.
- Comparison of key features.
- Demonstrate a tool (e.g. UiPath): interface, basic functions.

Exercise
Navigate the interface of an RPA tool and explore its main functions.

4 RPA project life cycle

- Key stages: analysis, design, development, testing, deployment and maintenance.
- Roles in an RPA project: analyst, developer, RPA administrator.
- Planning and evaluation of return on investment (ROI).

Exercise
Plan a fictitious RPA project for a business process.

5 Introduction to RPA development

- RPA workflow creation.
- User action recordings.
- Automate clicks, inputs and interactions with user interfaces.
- Data integration from files (Excel, databases).
- Use variables and loops for complex automation.

Exercise
Create a simple robot to automate a data entry process.

6 Managing exceptions and errors

- Strategies for handling exceptions in automated processes.
- Create robust workflows with "Try-Catch" blocks.
- Generation of error logs.

Exercise
Add exception handling to an existing robot.

7 Testing and deploying RPA robots

- Robot testing: methodology and tools.
- Deployment in a production environment.
- Planning and execution of robot maintenance.

Exercise
Deploy an RPA robot in a test environment.

TERMS AND DEADLINES
Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES
Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

8 Optimizing automated processes

- Identify inefficiencies in existing workflows.
- Techniques to improve robot performance.
- Optimization to reduce runtimes and errors.

Exercise
Enhance an automated workflow for a fictitious business scenario.

9 Integrating RPA into existing systems

- Connect RPA robots with business applications (ERP, CRM, etc.).
- Use APIs for advanced automation.
- Integration with AI and machine learning tools for intelligent processes.

Exercise
Integrate a robot with a database or API.

10 Governance and security in RPA

- User access and rights management.
- Securing sensitive data in workflows.
- Set up governance for RPA deployments.

Exercise
Define a governance framework for an RPA project in a fictitious organization.

Dates and locations

REMOTE CLASS
2026 : 25 Mar., 24 June, 23 Sep., 9 Dec.