

Effective Planning Skills

Who Should Attend?

This program is a 'must' for all managers, supervisors, team leaders, shift leaders and support staff. No matter what your department or job function, being well organized pays off - for both the employer and the employee!

Course Description

When we are at work we all feel we are 'busy'; but good companies and organizations make certain their employees are busy 'doing the right things efficiently and effectively' - i.e. 'doing the right things, right'. This workshop is the ideal way to learn and practice the skills of good planning. The course helps delegates understand the key elements of planning and organizing - and show how they can be readily applied to the delegates' work environment. It will help people interested in clearly identifying and prioritizing the tasks and activities needed to achieve both business and personal goals.

Course Objectives

- To learn the importance of setting and prioritizing goals and objectives
- To learn personal organizing strategies to help with work / life balance
- To understand the principles and importance of correct planning
- To have a clear understanding of the essential ingredients of planning
- To organize and adapt plans for successful implementation
- To understand and use planning tools e.g. Gantt Charts, etc.,
- To practice the skills of planning and organizing in a controlled environment
- To understand and practice the principles of prioritizing work effectively
- To learn how to organize your office, computer, and paperwork

What You Will Gain

- Greater confidence and control over your immediate work environment
- A range of tools and techniques to assist in planning and prioritising your workload
- A number of techniques that will help you remain focused on productive work for a greater proportion of your time
- The ability to plan your own, and your team's work

Course Outline

- Defining Planning & Organizing
- Setting Goals & Objectives
- SMART(ER) Goals
- The Key Elements Of The Planning Cycle
- Setting Goals & Objectives
- Planning & Organizing Exercise
- Types Of Planning Tools
- The Key Elements Of Organizing
- Prioritising Workload For Effectiveness & Efficiency
- The Pareto Principle
- Planning & Organizing Exercise
- Improving Personal Organization
- Improving Your Work Environment: Office Layout, Computer & Paperwork
- Work Smarter, Not Harder
- Handling Delegation
- Tips For Work-Life Balance