

€ TRAINING

Successful Planning, Organising &
Delegating





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Introduction:

The environment of current business requires an increased focus on practices and skills in planning projects and work, properly organizing tasks, and one's work to improve productivity and delegating work to empowered staff. Businesses and indeed, all organizations, find themselves needing more productive methods of planning, more appropriate goals, and effective means of accomplishing work. A focus on using productive best practices allows for effective and efficient management of work and making changes in the organization.

This conference is designed to give participants an understanding of several management methods, processes, and procedures, as well as practice on several key management techniques. The principles used are easily adjusted to an organization's or individual's work assignments. The conference presents a methodology of common, standard management techniques using a simple theoretical foundation and enhances learning with practical activities so participants can develop knowledge and skill to manage more effectively and efficiently.

Conference Objectives:

At the end of this conference the participants will be able to:

- Recognize internal and external influences on our daily planning
- Use basic planning process tools to plan work and project strategy
- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand how delegation can be used in planning and organizing
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as work is planned and organized
- Build and maintain effective and efficient procedures in the organization
- Complete work on time, on budget, and exceeding customer expectations
- Improve preparedness to deal with work task contingencies
- Establish organizational and personal planning capabilities
- Improved performance in personal and team organization
- Learn management techniques to plan and organize work
- Develop skills in interpersonal interaction to better teamwork
- Acquire useful planning, organization, and delegation management skills

Targeted Audience:

- Mid-level management
- Supervisors
- Team leaders
- Project managers
- Employees among all levels who want to gain great skills to improve their career path

Conference Outlines:

Unit 1: Creating an Attitude to Change How We Plan and Organize Work:

- New systems & strategic thinking
- Overview and context of organizational change and the impact on planning and organization
- Identifying a standard of excellence in the organization, team, and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get projects started

Unit 2: Importance of Planning Management:

- Integrating goals, scope, work structure, and management planning
- Identifying initial resource requirements
- Identifying risk techniques that affect work assignments, priorities, and deadlines
- Communication that responds to who, what where, when, how, why
- Understanding the importance of quality planning in work assignments

Unit 3: Delegation, Personal Organization, and Setting Priorities:

- Understanding how people approach their work
- Planning for time management, scheduling and meeting deadlines
- Using proper delegation skills to empower staff
- Improving prioritizing of work and work tasks
- Planning for delegation responsibility and authority

Unit 4: Planning Effectively with Your Team:

- Identifying the skills required to obtain the help of others
- The importance of group skills to achieve team success
- The importance of interpersonal skills in making personal and team decisions
- Empowering the team through the development of interpersonal skills
- The importance of versatility in team relations

Unit 5: Developing Personal and Team Change Plans

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals
- Dealing with people who do not want to change
- Developing an action plan for personal and team change