

€ TRAINING

Successful Planning with Organizing and
Delegating





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Introduction:

This training program is designed to provide participants with an understanding of several management methods, processes, and procedures, as well as practice on several key management techniques. It presents a methodology of common, standard management techniques using a simple theoretical foundation and enhances learning with practical activities.

Program Objectives:

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

- Recognize internal and external influences on daily planning.
- Use basic planning process tools for work and project strategy.
- Understand and develop skills to complete work on time.
- Learn to organize work and projects for successful completion.
- Understand delegation's role in planning and organizing.

Targeted Audience:

- Mid-level management.
- Supervisors.
- Team leaders.
- Project managers.

Program 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.