€TRAINING

Successful Planning with Organizing and Delegating



Successful Planning with Organizing and Delegating

Introduction:

The Successful Planning with Organizing and Delegating training program is designed to give participants 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.

info@euro-training.net
+447447999485 - +447492882996