

# € TRAINING

Best Practice in Planning and Organizing





# Best Practice in Planning and Organizing

## Introduction:

The Best Practice in Planning and Organizing program is the ideal way to learn and practice the skills of good planning. It helps participants understand the key elements of planning and organizing and shows how they can be readily applied to the delegates' work environments. It will help people interested in clearly identifying and prioritizing the tasks and activities needed to achieve both business and personal goals.

## Program Objectives:

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

- Gain insight into the principles and significance of correct planning, including essential ingredients and goal prioritization.
- Acquire proficiency in organizing plans for successful implementation and utilizing planning tools like Gantt Charts effectively.
- Develop skills in prioritizing work and personal organizing strategies to achieve work-life balance.
- Learn techniques for organizing office space, computer systems, and paperwork efficiently.
- Practice planning and organizing skills in a controlled environment to enhance proficiency and application.

## Targeted Audience:

- Professionals seeking to enhance their planning and organizing skills
- Project managers.
- Team leaders.
- Business analysts.

## Program Outlines:

### Unit 1:

#### Foundations of Planning and Organizing: Key Concepts and Goal Setting:

- Defining Planning & Organizing.

- The Key Elements Of The Planning Cycle.
- Setting Goals & Objectives.

## Unit 2:

### SMARTER Goal Setting and Organizing Essentials:

- SMARTER Goals.
- Planning & Organizing Exercise.
- Types Of Planning Tools.
- The Key Elements Of Organizing.

## Unit 3:

### Mastering Workload Management: Gantt Charts and Pareto Principle:

- Using A Gantt Chart.
- Prioritizing Workload For Effectiveness & Efficiency.
- The Pareto Principle.

## Unit 4:

### Enhancing Efficiency: Personal Organization and Workspace Optimization:

- Planning & Organizing Exercise.
- Improving Personal Organization.
- Improving Your Work Environment: Office Layout, Computer & Paperwork.

## Unit 5:

### Efficiency Boost: Delegation Mastery and Work-Life Balance Tips:

- Work Smarter, Not Harder.
- Handling Delegation.

- Tips For Work-Life Balance.