

€ TRAINING

Seminar: Effective Time, Task & Plan and
Organize Work



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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.

The course 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 adapted to an organization's or individual's work assignments. The course presents a methodology of common, standard management techniques using a simple theoretical foundation and enhances learning with practical activities so students can develop knowledge and skill to manage more effectively and efficiently.

Course Objectives:

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

- Achieve results on time with less stress through planning, prioritizing, and delegating work
- Organize their workday, workflow, and work systems to have an effective and efficient office
- Manage and motivate others around them to achieve the synergy of a great team
- Analyze situations and habits that hinder their performance and identify techniques to overcome them
- Achieve job success and satisfaction by setting and reaching short and long term goals linked to personal and company aims

Targeted Audience:

- Line and Functional Managers, Team Leaders, and Supervisors in organizations of all sizes
- Intermediate and advanced level Managers, Team Leaders, and Supervisors within all sectors, private and public, profit and not-for-profit
- Professionals who need to become more effective and efficient in time management and planning

Course Outlines:

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

- Course purpose, goals, and objectives.
- 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: 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.