



FAILURE TO PLAN IS PLANNING TO FAIL!

PLANNING AND ORGANISING

2 DAY NON-CREDIT BEARING SHORT COURSE

Of the four management functions; planning, organising, leading and controlling – planning is the foundation. Organising is the allocation of people and other resources to tasks in a way that the plan achieves its objectives.



PARTICIPANT PROFILE

Managers and coordinators in a complex organisational environment.

COURSE CONTENT

Planning

- Task lists
- Prioritising
- Personal diary management
- Monthly & daily plans
- Action plans

Organising

- Responsibility for the task
- Resources needed
- Deadlines

Organising by delegating

- 7 steps of effective delegating

Planning and Organising in a complex environment

- Decision-making models & tools
- Decision-making principles

Planning and Organising with the big picture in mind

- Organisational vision, mission and strategy
- Short and medium term objectives
- Goal alignment

Communicating the plan

- The power of visuals
- The principles of visual feedback

