

Planning and Organisation

Purpose

Are you working hard when you should be working smarter?

This course provides you with skills to organise yourself at work and the techniques for planning and prioritising your workload.

How you benefit

Planning focuses the energies and activities of managers on organising resources to meet customer needs in a competitive environment. When they are able to clearly identify goals and objectives, managers perform better, are more productive, and their operations are more profitable.

The workshop will provide you with a range of tools and techniques to assist you in planning and prioritising your workload to achieve both business and personal goals.

What you learn

- Recognise barriers to successful organisation
- Understand the principles and importance of correct planning
- Learn the importance of setting and prioritising SMARTER goals and objectives
- Organise and adapt plans for successful implementation
- Understand and use planning tools
- Recognise the importance of creativity and innovation in planning
- Apply effective time management techniques

Duration

1/2 day

Fee

£65 + VAT per delegate

10% discount for second delegate
from the same organisation