



Effective Time Task & Work Planning

Overall Description:

This course is designed to help managers and all professionals who need to become more effective and efficient in time management and planning.

Course Objectives:

- Become more productive by reordering priorities and establishing realistic deadlines.
- Learn the practical steps involved in the delegation that succeeds.
- Be more aware of your strengths and areas for improvement
- Apply and effectively use the systematic process of planning, problem identification and the rational model for decision making
- Use environmental scanning and breakeven analysis as tools for planning.
- Recognize the importance of control, and of properly utilizing key performance measures to keep work on track.
- Identify key performance measures to control & monitor the outcome of the plan.

Course Outline (content):

- Managing Multiple Tasks “Priorities & Deadlines”:
 - Benefits of time management
 - Priorities setting, task analysis, and Planning techniques
 - Coordinating teams, tasks, and projects
- Planning tools & Steps
 - Analyzing opportunities
 - Establishing Objectives
 - Determining alternative courses of action
 - Selecting a course of action

OUTLINE (Cont.)

- Formulating derivative plans
- Monitoring the plan

- Delegation
 - Differences between delegating & giving tasks
 - SMARTER delegation

- Performance Management
 - Establishing performance standards
 - Measuring actual performance
 - Taking corrective action

Who Should Attend?

Managers and employees whose responsibilities require Planning, scheduling, delegation, leading, managing resources and making decisions.

Competencies Covered:

- Project Management
- Analytical Thinking
- Entrepreneurship

