

**Training Title :**

**SUCCESSFUL PLANNING, ORGANIZING & DELEGATING**

**Training Duration**

**5 days**

**Training Venue and Dates**

REF ML026	Successful Planning, Organizing & Delegating	5	26 – 30 January, 2020	\$4,500	Dubai, UAE
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**In any of 5 star hotel. Exact venue will be informed once finalized.**

**Training Fees**

- 4,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**COURSE OVERVIEW**

**TRAINING DESCRIPTION**

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.

**TRAINING OBJECTIVES**

- Recognize internal and external influences on our daily planning
- Use basic planning process tools to plan work and project strategy

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- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand how delegation can be used in planning and organizing
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as work is planned and organized

### WHO SHOULD ATTEND

The course is designed for anyone who desires to learn practical management techniques that will assist them in developing good planning techniques, using skills to organize themselves and others and developing effective delegation skills. The course is appropriate for those who are responsible for managing any type of group or team or those who want to learn some skills to be able to better manage their work.

### TRAINING METHODOLOGY

Highly Interactive program with exercises, individual approach and group role playing alternate with practical statements based on theory and supplemented with practical tips based on actual experience. During the course the first draft of a strategic plan at company or department levels will be made by the participants. Power point presentation will be presenting the main points with appropriate time for discussions. Videos will be watched, Exercises to provide practical experience, and case studies to support different ideas will be supporting the learning. Participants will be encouraged to bring their own experiences and challenge the learned concepts and practices. The course is based on a combination of interactive activities - group and individual exercises, case studies, role plays and discussions - along with formal inputs.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

### THE PROGRAM CONTENTS

#### Day One

#### *Creating an Attitude to Change How We Plan and Organize Work*

- Course purpose, goals and objectives
- New systems & strategic thinking

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- 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

## Day Two

### *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

## Day Three

### *Delegation, Personal Organization and Setting Priorities*

- Understanding how people approach their work
- Planning for time management, scheduling and meeting deadlines
- Using proper delegation skills to empower staff
- Improving prioritizing of work and work tasks
- Planning for delegation responsibility and authority

## Day Four

### *Planning Effectively with Your Team*

- Identifying 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

## Day Five

### *Developing Personal and Team Change Plans*

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals

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- Dealing with people who do not want change
- Developing an action plan for personal and team change

**NOTE:**

**Pre & Post Tests will be conducted**

**Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.**

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