

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

