Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com



SS178:
Effective Planning Management

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Training Description:

Planning and organizing skills are the most important phases in management cycle. It is essential for people to plan well in advance to be able to coordinate their activities well and bring about effective and efficient results.

This training course will present the context for organisational planning: distinguishing between 'doing right things' and 'doing things right'. The training course will focus on organisational strategic issues and the managers' role in implementing plans. To ensure that operational and project plans are aligned to the organisation's overall aims, participants will develop 'good' and 'bad' Vision and Mission statements. They will take part in objective setting exercises, practicing SMART objectives. The training course will discuss on managing performance, using appraisals and performance reviews effectively, inter-personal skills, accountability and responsibility.

This training course will highpoint:

- The importance of a 'big picture' view
- The relevance of Vision and Mission
- Developing SMART objectives
- Managing staff performance: giving constructive feedback
- Decision processes – being accountable

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the importance of organisational Vision, Mission and Goals
- ✓ Understand the importance of decision-making and accountability
- ✓ Develop SMART objectives
- ✓ Deliver constructive feedback
- ✓ Manage staff performance confidently
- ✓ Practice the acquired planning management
- ✓ Understand the principles and importance of correct planning and organizing management
- ✓ Have a clear understanding of the essentials of planning
- ✓ Enable participants to set effective goals
- ✓ Learn to set objectives to aid in the achievement of the goals
- ✓ Organize and adapt plans for successful implementation
- ✓ Understand how to use planning tools such as Gantt Charts, etc.
- ✓ Understand and practice the principles of prioritizing work effectively
- ✓ Learn personal organizing strategies to help with work-life balance
- ✓ Learn how to organize your office, computer, and paperwork
- ✓ Practice the skills of planning and organizing in a controlled environment

Training Designed for:

This course is intended for Managers at all levels with direct reports, Team Leaders, Managers in service functions e.g. IT, Procurement, HR, Managers with budget responsibilities and Project managers.

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Training Program:

FIVE DAYS:

- Defining Planning and Organizing Management Skills
- The Key Elements of The Planning Cycle
- Setting Goals & Objectives
- SMART(ER) Goals and Their Use in The Workplace
- Planning & Organizing Exercise
- Types of Planning Tools
- The Key Elements of Organizing
- Using A Gantt Chart
- Prioritizing Workload for Effectiveness & Efficiency
- The Pareto Principle
- Planning & Organizing Exercise
- Improving Personal Organization
- Developing Planning Skills
- Developing Management & Leadership Skills
- Improving Your Work Environment: Office Layout, Computer & Paperwork
- 'Work Smarter, Not Harder'
- Handling Delegation for Effective Organization
- Tips for Work-Life Balance
- Course Conclusion
- POST TEST and EVALUATION

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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