



Successful Planning, Organising & Delegating

*Enhance Planning Skills, Manage Resources
and Improve Work Behaviors*

UPCOMING SESSION

20 - 24 December 2020 | Dubai
Fees: \$5,950

21 - 25 June 2021 | Zurich
Fees: \$5,950

20 - 24 September 2021 | London
Fees: \$5,950

19 - 23 December 2021 | Dubai
Fees: \$5,950

*This fee is inclusive of Documentation, Lunch and Refreshments
and exclusive of 5% UAE VAT

TRAINING COURSE OVERVIEW

Nobody plans to fail, they only fail to plan. This Anderson training course identifies the importance of planning and how the most successful organisations are able to achieve high performance outcomes. Good planning is an essential skill for all professionals and can be readily applied to any complex and ever-changing environment in which all of today's organisations are having to operate. The content addresses issues such as the impact of change on strategic planning and how to manage risks. Furthermore, it helps delegates to explore the impact of individual management behaviours on both developing and implementing plans and to understand themselves better.

OUR QUALITY STANDARD





TRAINING COURSE OBJECTIVES

By attending this Anderson training course, delegates will be able to:

- Understand the importance of strategic thinking and its application
- Develop objectives aligned to organisational vision & mission
- Set priorities, identify risks and prepare business plans
- Develop the ability to delegate and empower effectively
- Understand different team leadership styles and their impact

DESIGNED FOR

This Anderson training course is designed for anyone who desires to learn or refresh their planning skills in order to optimise their goals and achieve a greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work commitments. For example:

- Team members
- Supervisors seeking to developing good planning techniques
- Managers looking to achieve their full potential
- Management wishing to organize themselves and developing others
- Professionals who would want a refresher in planning techniques

TRAINING COURSE OUTLINE

Amongst a wide range of valuable topics, the following will be prioritised:

- How strategic thinking affects the planning process
- Setting goals and achieving them successfully
- The planning process
- Problem solving and developing options
- Identifying and addressing risks
- Organizing resources including time and people
- Understanding to process of prioritization
- Developing management skills: delegation and assigning work
- Managing performance issues
- Leading teams to deliver results

The Certificate : Anderson Certificate of Completion will be provided to delegates who attend and complete the course.

REGISTER NOW

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