



## Successful Planning, Organising & Delegating

Enhance Planning Skills, Manage Resources and Improve Work Behaviors

### ► Upcoming Sessions

30 Sep-04 Oct 2024	London - UK	\$5,950
16-20 Dec 2024	Dubai - UAE	\$5,950
28 Apr-02 May 2025	London - UK	\$5,950
29 Sep-03 Oct 2025	London - UK	\$5,950
15-19 Dec 2025	Dubai - UAE	\$5,950

### ► Training Details

#### 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 be 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.

#### 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 Details

### **Day One: Creating Positive Attitudes to Change**

- ▶ Planning for Change
- ▶ Challenging our base assumptions
- ▶ The cycle of improvement
- ▶ Positive thinking techniques
- ▶ Competences: Actions & Behaviours
- ▶ Delivering high standards of performance

### **Day Two: Business Planning**

- ▶ Defining Business Scope
- ▶ Setting clear objectives
- ▶ Reviewing organisational capabilities
- ▶ Business v project planning
- ▶ Identifying Keys to Successful outcomes
- ▶ Managing & mitigating risks

### **Day Three: Skills for Successful Implementation**

- ▶ Leaders' role in employee attitudes
- ▶ Delivering clarity of purpose
- ▶ Motivating ourselves and others
- ▶ Managing and leading teams
- ▶ Managing oneself in time
- ▶ Delegating & empowering people

### **Day Four: Effective Team Planning**

- ▶ Teams or work groups
- ▶ Characteristics of high performing teams
- ▶ Team objectives v business objectives
- ▶ Team Roles v Individual Roles
- ▶ Developing team spirit
- ▶ Team behaviours

### **Day Five: Success Depends on Individual Performance**

- ▶ How people respond to change
- ▶ Overcoming resistance to change
- ▶ Why change is a constant
- ▶ Setting team goals
- ▶ Linking team and individual goals
- ▶ Personal action planning

## ▶ The Certificate

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

## ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

**Anderson**  
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

**Web:** [www.anderson.ae](http://www.anderson.ae)

**Email:** [info@anderson.ae](mailto:info@anderson.ae)

**Phone:** +971 4 365 8363

**Fax:** +971 4 360 4759

**©2024. Material published by Anderson shown here is copyrighted.**

All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.