



Successful Planning, Organising & Delegating

Enhance Planning Skills, Manage Resources and Improve Work Behaviors

► Upcoming Sessions

30 Sep-04 Oct 2024	Online	\$3,950
17-21 Feb 2025	Online	\$3,950

► Training Details

Online Training Course Overview

Nobody plans to fail, they only fail to plan. This Anderson online 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.

Online Training Course Objectives

By attending this Anderson online 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 online 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

▶ Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 - 12:30	:	First Session
12:30 - 12:45	:	Break (15 minutes)
12:45 - 14:15	:	Second Session
14:15 - 14:30	:	Break (15 minutes)
14:30 - 16:00	:	Third Session

▶ The Certificate

An Anderson e-Certificate will be provided to delegates who attend and complete the online training course

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

Call us: +971 4 365 8363

Email: info@anderson.ae

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

Email: inhouse@anderson.ae

Anderson
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

Web: www.anderson.ae

Email: info@anderson.ae

Phone: +971 4 365 8363

Fax: +971 4 360 4759

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