



## Effective Planning Skills

### Duration 5 Days

### Introduction

When we are at work we all feel we are 'busy'; but good companies and organizations make certain their employees are busy 'doing the right things efficiently and effectively' - i.e. 'doing the right things, right'. This Five-day course is the ideal way to learn and practice the skills of good planning. The course helps delegates understand the key elements of planning and organizing, and shows how they can be readily applied to the delegates' work environment. It will help people interested in clearly identifying and prioritizing the tasks and activities needed to achieve both business and personal goals.

### Who Should Attend

- This program is a 'must' for all managers, supervisors, team leaders, shift leaders and support staff. No matter what your department or job function, being well organized pays off - for both the employer and the employee!

### Objectives

By the end of the course participants will be able to:

- ↪ understand the principles and importance of correct planning
- ↪ have a clear understanding of the essential ingredients of planning
- ↪ learn the importance of setting and prioritizing goals and objectives
- ↪ organize and adapt plans for successful implementation
- ↪ understand and use planning tools e.g. Gantt Charts, etc.,
- ↪ understand and practice the principles of prioritizing work effectively
- ↪ practice the skills of planning and organizing in a controlled environment

### Course Outline

#### **1. Module 1 (The management functions)**

- 1.1. Defining the aims
- 1.2. Developing strategy
- 1.3. Forming SMART objectives
- 1.4. Making a plan
- 1.5. Organizing resources
- 1.6. Directing operations
- 1.7. Controlling Outputs
- 1.8. Monitoring progress
- 1.9. Reviewing

#### **2. Module 2 (The Planning Process)**

- 2.1. The basics of planning
- 2.2. What is planning & scheduling?
- 2.3. The stages of planning
- 2.4. The levels of planning
- 2.5. Corporate planning



- 2.6. Project planning
- 2.7. Task planning
- 2.8. Contingency planning
- 2.9. Some basic planning techniques
- 3. Module 3 (Sequencing)**
  - 3.1. Time for projects completion
  - 3.2. Stages involved
  - 3.3. Entering the earliest start date
  - 3.4. Entering the latest start date
  - 3.5. Identifying the critical path
  - 3.6. Tasks with slack
  - 3.7. Gantt Charts
- 4. Module 4 (Management Control)**
  - 4.1. Defining management control
  - 4.2. The control loop
  - 4.3. Benefits of effective control
  - 4.4. People factors
  - 4.5. Agreement to targets
  - 4.6. Types of control
  - 4.7. Causal and systematic approaches
  - 4.8. Qualitative controls
  - 4.9. Quantitative controls
  - 4.10. Self-contained tasks
  - 4.11. The manager's judgments
  - 4.12. Setting standards
- 5. Module 5 Measuring & Comparing**
  - 5.1. Significant of measuring and comparing
  - 5.2. Levels of control
  - 5.3. Measuring the measurable
  - 5.4. Effort versus returns
  - 5.5. Objectives versus subjective measures
  - 5.6. Resetting standards
  - 5.7. Discipline
  - 5.8. Cause and effect
  - 5.9. Summary
- 6. Module 6 (Aids for exercising management control)**
  - 6.1. The need for information
  - 6.2. Sources of information
  - 6.3. Forecast
  - 6.4. Observation
  - 6.5. Questioning
  - 6.6. Own statistics
  - 6.7. Routine statistics
  - 6.8. Budget reports
  - 6.9. Principles of reporting



6.10. A note on using computers

**7. Module 7 (Organizing for Control)**

7.1. Hierarchical and horizontal control

7.2. Matrix organization

7.3. Dotted lines

7.4. Delegation

7.5. Authority

7.6. Responsibility

7.7. Accountability

7.8. Span of control

**8. Module 8 (Regulations, systems and procedures)**

8.1. 8.1. Regulations

**9. Module 9 (Risk and constraints management)**

9.1. Best and worst case scenarios

9.2. Risky business

9.3. Work break-down

9.4. Constraints

9.5. Managing risks and constraints

9.6. Learning points from module

9.7. Basic statistic techniques

**10. Module 10 (Managing quality)**

10.1. Defining quality

10.2. Gap analysis

10.3. Exercise in gap analysis

10.4. Measures of quality

10.5. Customer's input