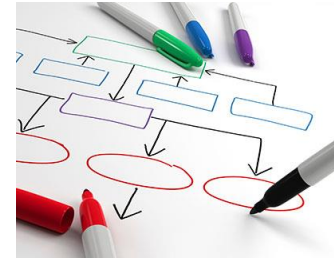


PLANNING, PRIORITISING & ORGANISING (REF:OTSPPO001)



Duration: 3 DAYS

Target Audience: All Staff

Overview

Along with communication and computer skills, organisational skills is one of the most important transferable job skills a worker can possess. Companies need workers who can stay organised and focus on the projects at hand. However, company managers must also organise the work of their employees. Organisational skills in the workplace can include general organizing, planning, time management, scheduling, coordinating resources and meeting deadlines.

Planning is another needed workplace skill, and it is particularly important as person advances into more supervisory or managerial roles. Most work is centred around certain projects that must be completed within a specific time period. Projects are usually divided into many different tasks, and workers must plan their tasks ahead of time to bring the project to fruition. A person can also plan ahead in case certain problems come up that could potentially delay the project.

Developing both these skills allows you to deliver results and prevent future problems. It requires a set of skills which we will help you deliver during this workshop.

Objectives

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

- Set clear objectives
- Set milestones and establish time frames
- Use key tools for planning and organising activities
- Prioritise tasks
- Delegate effectively
- Organise yourself, your work, and others

Training techniques

A variety of training techniques will be used including:

- Experiential learning
- Case studies
- Group learning and discussion
- Individual challenges
- Collaborative and competitive tasks
- Training videos
- Role plays and simulations

Resources

Participants will each receive the following materials:

- Course workbook
- Recommended resources
- Document templates
- Checklists

Course content

Understanding planning

- Understanding the meaning of planning and organising
- Operational planning
- Goals, objectives and tasks – understanding the breakdown
- Setting SMART goals and objectives

Prioritising

- Criteria for prioritising
- The urgent-important matrix
- The effort-impact chart

Delegation

- What to delegate



- The key elements of the planning cycle
- Making the 18 minutes count

Planning and organising tools

- Planning and organising activities
- Using a Gantt chart
- The Pareto Principle
- Setting milestones and establishing time frames
- Processes, systems and tools
- Planning and controlling activities to meet objectives
- Scenario planning
- Batching – the Pomodoro method

- The levels of delegation
- The benefits of delegation
- Overcoming the challenges

Taking control

- Managing interruptions
- Time management
- Developing a proactive approach

