

Planning & Organising to Excel

Program Snapshot

Planning and organising is used at all levels in the workplace. It includes how employees break up their annual goals to every-day tasks to achieve departmental & organisational goals, albeit without compromising individual goals. Our training intervention on Planning and Organising Skills is designed to help participants learn the key elements of planning and organizing and practice how they can be readily applied to work scenarios. This program helps participants achieve both business and personal goals by equipping them with the knowledge and skills to

- Clearly identify high value tasks and prioritise the tasks & activities to achieve both business and personal goals
- Utilize planning processes & stages to handle complex tasks
- Apply tools and techniques to plan, organize and execute the workload
- Follow through tasks to completion without being overwhelmed by complexity
- Recognise ways to minimise circumstantial barriers that impede work
- Increase their control over work environment, thereby, maximising productivity

For Levels

Middle & Junior Managers / Team Leaders / Supervisors / Executives in Sales & BD Team / Customer Service Team

Duration

2 days

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