



Management And Leadership

## Planning and Organizing

## Course Introduction

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Planning and organizing skills are definitely one of the most essential competencies that professionals should have in order to succeed in their tasks. It is vital for people to plan well in advance to be able to coordinate their activities well and bring about effective and efficient results.

This training course is designed to provide participants with the relevant concepts and techniques of planning as well as developing personal planning skills. This course covers topics such as organizational planning: distinguishing between 'doing right things' and 'doing things right', ensuring that operational and project plans are aligned to the organization's overall aims.

## Target Audience

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- Team Leaders and Supervisors Responsible for Employee Development
- Learning and Development Specialists
- Organizational Development Professionals
- Managers and Executives Involved in Strategic Workforce Planning

## Learning Objectives

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**At the end of this training course, participants will be able to:**

- Gain a comprehensive understanding of the concepts of planning, organization and productivity.
- Apply effective planning and organization techniques and processes for great productivity.
- Improve planning skills such as developing vision mission statements, SMART objectives, and roadmaps.
- Identify the principles and importance of correct planning and organizing
- Effectively organize and adapt plans for successful implementation

- Use project planning and management tools such as Gantt Charts, PERT Diagram, etc.

## Course Outline

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### • 01 Day One

#### Relevance and Importance of Planning and Organization in the Workplace

- Planning, Organizing, and Productivity
- Why plan? Why Organize?
- Why Organization is Often Overlooked
- The Benefits of Planning and Organization at Work
- Link of planning and organizing to your performance
- What are leading and lagging performance indicators (and why do you need both)?
- Understand the key components of effective project management

#### Defining Planning and Organizing Skills

- The Key Elements of The Planning Cycle
- Setting Goals & Objectives
- SMART(ER) Goals and Their Use in The Workplace
- Planning & Organizing Exercise
- Types of Planning Tools
- The Key Elements of Organizing
- Project Management Techniques
- Using A Gantt Chart
- PERT Diagram
- Load Chart
- Prioritizing Workload for Effectiveness & Efficiency
- The Pareto Principle

### • 02 Day Two

#### Defining Planning and Organizing Skills (continuation)

- Planning & Organizing Exercise
- Improving Personal Organization
- Improving Your Work Environment: Office Layout, Computer & Paperwork

- 'Work Smarter, Not Harder'
- Handling Delegation for Effective Organization
- Tips for Work-Life Balance

### Developing Planning Skills

- Understanding the difference between 'doing things right' and 'doing right things'
- Developing Vision and Mission statements
- Developing SMART objectives
- Prioritization
- Identifying what is important
- Recognizing the challenges
- Creating solutions
- Understanding the challenge of aligning objectives
- Developing linear and non-linear roadmaps

### • 03 Day Three

#### Planning and Organizing for Great Productivity

- Basic Planning Process
- Goal
- Analysis
- Objectives
- Review
- Improve
- Understanding your role, your contribution and available resources (Strategic Thinking)
- Effective versus Efficiency
- Identifying Tasks to be Accomplished
- Correct Bad Habits

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 4, 2025	May 6, 2025	3 days	3250.00 \$	Qatar - El Doha

FROM	TO	DURATION	FEES	LOCATION
Aug. 18, 2025	Aug. 20, 2025	3 days	3950.00 \$	England - London
Dec. 15, 2025	Dec. 17, 2025	3 days	3250.00 \$	UAE - Dubai