Management And Leadership

# Planning and Organizing Skills

# Course Introduction

Technical professionals usually are not the frontline personnel. However, they must have strong and flexible interpersonal and communication skills in addition to their technical abilities in order for them to succeed. Whether an IT professional, engineer, scientist, or researcher, communicating with others -- both technical and nontechnical professionals -- is an essential part of the job. This 5-day BOOST training course is designed to provide participants with the interpersonal and communication tools needed to ensure mutual clarity and understanding when dealing with others and maximize all business interactions and achieve critical goals.

**Training Methodology**

 The training course is designed to be interactive and participatory, and includes various learning tools to enable the participants to operate effectively and efficiently in a multifunctional environment. The course will use lectures and presentations, exercises, experiential and exposure to real world problems and policy choices confronting delegates.

# Target Audience

- Team Leaders & Supervisors
- Project Managers
- Operations Managers
- Administrative Professionals
- Office Managers
- HR & Training Managers
- Business Analysts
- Department Heads
- Entrepreneurs & Small Business Owners
- Professionals Seeking to Enhance Productivity and Organization Skills

## Learning Objectives

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

- Gain a comprehensive understanding of the principles and importance of planning and organizing.
- Identify the essentials in successful planning and organizing.
- Set SMART(ER) objectives and organize plans for successful implementation.
- Utilize planning and organizing strategies to improve organization and personal works.
- Enhance skills through the use of planning and organizing tools.

## Course Outline

- **01 Day One**

  **Defining Planning and Organizing**

  - The Key Elements of the Planning Cycle
  - Setting Goals and Objectives

- **02 Day Two**

  **SMART(ER) Goals and their Importance in the Workplace**

  - Planning and Organizing Exercise
  - Types of Planning Tools

- **03 Day Three**

  **The Key Elements of Organizing**

  - Using a Gantt Chart
  - Prioritizing Workload for Effectiveness and Efficiency

- **04 Day Four**

  **The Pareto Principle**

  - Improving Personal Organization
  - Improving your work environment: Office Layout, Computer and Paperwork

- **05 Day Five**

**Work Smarter, Not Harder**

    ◦ Handling Delegation for Effective Organization

## Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|---|---|---|---|---|
| May 4, 2025 | May 8, 2025 | 5 days | 4250.00 $ | Morocco - Casablanca |
| Sept. 22, 2025 | Sept. 26, 2025 | 5 days | 5950.00 $ | USA - Texas |
| Dec. 15, 2025 | Dec. 19, 2025 | 5 days | 4250.00 $ | UAE - Abu Dhabi |