



AI for Managers II: Productivity and Planning

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

This workshop walks managers through five practical moves for getting more done through other people: getting a handoff right the first time, prioritising a real task list, delegating in a way that fits the person and the task, staying visible without micromanaging, and holding the line when priorities collide. Delegates also explore how AI can support everyday planning by helping clarify tasks, challenge priorities, consider delegation approaches and prepare for competing demands. The focus is on using AI to work more effectively, not replacing managerial judgement, so delegates leave with tools they can apply to a real task this week.

About this Course...

Being busy isn't the same as being productive. Great managers create clarity, protect priorities and give people the space to do their best work.

Who Should Attend this Course?

Supervisors and managers responsible for planning, delegating and tracking work across a team, especially those juggling competing demands from multiple stakeholders.

Outcome

- Apply a five-point clarity checklist to remove ambiguity from a task handoff before it becomes a problem.
- Sort a real task list using a proven prioritisation framework and protect time for the work that actually moves the needle.
- Match a delegation style to a specific team member's development level for a specific task.
- Open a delegation conversation with confidence, using the right style for the person and the task.
- Design a lightweight check-in cadence that gives real visibility without tipping into micromanagement.
- Apply a structured framework to negotiate a competing priority and draft a professional pushback script.

Duration: 2 Hours

Content

Topic	What You Will Learn
Getting the Handoff Right: Task Clarity	Before any task lands on someone else's desk, we help managers close the gaps that turn into rework and frustration later. Using a simple five-point checklist, delegates apply it to one real task they need to hand off this week, then pressure-test it with a partner. We use AI to review a task handoff and identify missing information, unclear expectations or gaps in the definition of success before the task is given to someone else. Topics include • The five-point clarity checklist • Naming an owner and a measurable definition of success • Building a check-in point in from the start
Prioritise with the Eisenhower Matrix	We help delegates sort a real task list into four practical categories using the Eisenhower Matrix, then separate what feels urgent from what's genuinely urgent. With the matrix in front of them, delegates commit to protecting time for the highest-value work they keep deferring. We use AI to help organise a real task list, challenge assumptions about what is genuinely urgent and identify where high-value work may be getting displaced Topics include • Sorting a task list into four quadrants • Telling real urgency from felt urgency • Protecting time for high-value work

Topic	What You Will Learn
Delegate to Fit the Person and the Task	Here we move delegation beyond a one-size-fits-all instruction. Using the SLII framework, we help managers read a team member's development level for one specific task, match the right delegation style to it, and draft the opening lines of that conversation. We use AI to help managers consider different delegation approaches for a specific employee and task, then select the approach that best fits the person's development level. We use AI to help managers consider different delegation approaches for a specific employee and task, then select the approach that best fits the person's development level. Topics include • Reading development level for a specific task • Matching delegation style accordingly • Opening a delegation conversation with confidence
Staying Visible Without Micromanaging	This is deliberately the lightest-touch part of the day. We help managers design a check-in cadence that gives real visibility into progress, without adding admin burden or drifting into micromanagement. We use AI to help design appropriate check-in questions or a lightweight follow-up structure that provides visibility without creating unnecessary administration. Topics include • Choosing the right cadence for the task • What to actually ask at each check-in • Spotting a task going off track early

Topic	What You Will Learn
Defend Priorities When Everything's Urgent	We work through one of the most under-taught management skills: pushing back on a competing demand instead of absorbing it silently. Delegates apply a structured framework to a realistic scenario and draft language they can use in their very next conversation. We use AI to test and refine a professional pushback message, helping managers articulate trade-offs and negotiate competing priorities with greater confidence. Topics include • Using a structured framework to make trade-offs visible • Scripting a confident, professional pushback • Knowing when to escalate rather than absorb

Individual Benefit: Managers stop rewriting other people's work and start delegating with real confidence, freeing up time for higher-value tasks.

Team Benefit: Teams get clearer handoffs, sharper priorities and lightweight check-ins that catch problems early rather than late.

Organisational Benefit: Competing priorities get negotiated openly instead of silently absorbed, protecting delivery timelines and team capacity.

Continue reading to learn more about our optional add-on's, and to find the outline for this course's specific Afterburner. Contact us should you have any queries or need assistance, we're standing by to take your call!

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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