

How to Plan Effectively

Aim

The purpose of this workshop is to explain and demonstrate the importance of proper planning in order to achieve goals and objectives. The workshop is very practical and takes the delegates through the use of numerous tools to assist them with the necessary decision-making and planning

About this Course...



To explain and demonstrate the importance of proper planning in order to achieve goals and objectives

Who Should Attend this Course?

This course will benefit all staff whose job involves planning and decision-making.

Outcome

At the end of this workshop delegates will be better prepared to effectively plan goals and projects, and be able to use the correct tools to ensure a successful outcome of an implemented project or event

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
256134	1	8	Engage in directed planning behaviour

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 1-Day

Content

Why Plan?	<ul style="list-style-type: none">• Why is it important to plan? – Looking at the Drivers Model• Exploring the planning process and
Weekly Planning	<ul style="list-style-type: none">• The general categories of planning• Urgent tasks vs. important tasks• Planning your daily actions around achieving your main weekly goals
Daily Planning	<ul style="list-style-type: none">• Best place to start with daily planning is to create to do lists• A ten-step process to create to do lists• Identify paths of completion• Timelines
Project Mapping Implementation	<ul style="list-style-type: none">• Simple implementation mapping tool - Understanding how to work a plan at conceptual stage• The very basics of project planning – Moving from overall plan to task setting with the logical framework approach
Goal Setting	<ul style="list-style-type: none">• Understanding SMARTER thinking• Guidelines for SMART goals• A simple project management approach• Put it into practice with practical exercises
Strategic Planning	<ul style="list-style-type: none">• What is strategic planning?• The basics of the balanced scorecard
Values	<ul style="list-style-type: none">• A guideline to match your value planning and decision making to the core values of the department or organization• Making good value-based decisions
