



How to Plan Effectively

Course Outline



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

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

Topic	What You Will Learn
Why Plan?	• Why is it important to plan? – Looking at the Drivers Model • Exploring the planning process
Weekly Planning	• The general categories of planning • Urgent tasks vs. important tasks • Planning your daily actions around achieving your main weekly goals
Daily Planning	• 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	• 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	• Understanding SMARTER thinking • Guidelines for SMART goals • A simple project management approach • Put it into practice with practical exercises
Strategic Planning	• What is strategic planning? • The basics of the balanced scorecard
Values	• A guideline to match your value planning and decision-making to the core values of the department or organisation • Making good value-based decisions

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.

Enneagram Group Coaching Journey	Enneagram: Insight to Action
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