



*Training Course:
Successful Planning, Organising & Delegating*

*5 - 9 May 2025
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Successful Planning, Organising & Delegating

Training Course code: MA1063 From: 5 - 9 May 2025 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 5950 € Euro

Introduction

The environment of current business requires an increased focus on practices and skills in planning projects and work, properly organizing tasks, and one's work to improve productivity, and delegating work to empowered staff. Businesses and indeed, all organizations, find themselves needing more productive methods of planning, more appropriate goals, and effective means of accomplishing work. A focus on using productive best practices allows for effective and efficient management of work and making changes in the organization.

The course is designed to give participants an understanding of several management methods, processes, and procedures, as well as practice several key management techniques. The principles used are easily adapted to an organization's or individual's work assignments. The course presents a methodology of common, standard management techniques using a simple theoretical foundation and enhances learning with practical activities so students can develop knowledge and skill to manage more effectively and efficiently.

Course Objectives :

- Recognize internal and external influences on our daily planning
- Use basic planning process tools to plan work and project strategy
- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand how delegation can be used in planning and organizing
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as work is planned and organized

Course Process :

This course is an interactive mixture of lectures, discussions, activities, and practice on several management skills. It provides definitions, examples, discussions, and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

Course Results :

- Build and maintain effective and efficient procedures in the organization

- Complete work on time, on budget and exceeding customer expectations
- Develop skills in managers which will raise the capability, skill, and morale of colleagues
- Improved preparedness to deal with work task contingencies
- Establish organizational and personal planning capabilities
- Improved performance in personal and team organization
- Be better able to meet the challenges of dynamic, constant change
- Improve individual and team performance by establishing productive, effective, and efficient management procedures
- Learn to develop effective work and project plans for individuals and teams
- Learn management techniques to plan and organize work
- Develop skills in interpersonal interaction to better teamwork
- Acquire useful planning, organization, and delegation management skills
- Adds personal value and competency to an organization

Core Competencies :

- Project and Performance Management
- Planning Management
- Human Interaction
- Personal Organization
- Change Management

Course Outlines :

Day 1:

Creating an Attitude to Change How We Plan and Organize Work

- Course purpose, goals, and objectives
- New systems & strategic thinking

- Overview and context of organizational change and the impact on planning and organization
- Identifying a standard of excellence in the organization, team, and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get projects started

Day 2:

Importance of Planning Management

- Integrating goals, scope, work structure, and management planning
- Identifying initial resource requirements
- Identifying risk techniques that affect work assignments, priorities, and deadlines
- Communication that responds to who, what where, when, how, why
- Understanding the importance of quality planning in work assignments

Day 3:

The delegation, Personal Organization, and Setting of Priorities

- Understanding how people approach their work
- Planning for time management, scheduling, and meeting deadlines
- Using proper delegation skills to empower staff
- Improving prioritizing of work and work tasks
- Planning for delegation of responsibility and authority

Day 4:

Planning Effectively with Your Team

- Identifying the skills required to obtain the help of others
- The importance of group skills to achieve team success
- The importance of interpersonal skills in making personal and team decisions
- Empowering the team through the development of interpersonal skills
- The importance of versatility in team relations

Day 5:

Developing Personal and Team Change Plans

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals
- Dealing with people who do not want to change
- Developing an action plan for personal and team change

Registration form on the Training Course: Successful Planning, Organising & Delegating

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):

Position:

Telephone / Mobile:

Personal E-Mail:

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Company Information

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):

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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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