

***“By failing to prepare, you are preparing to fail.”— Benjamin Franklin***



### Program Objectives

- ❖ Understand the principles and importance of correct planning
- ❖ Develop clear understanding of the essentials of planning
- ❖ To learn the importance of setting and prioritizing goals
- ❖ To organize and adapt plans for successful implementation
- ❖ To understand and use planning tools e.g. Gantt Charts, etc.

### Learning Modalities

- ❖ Highly Interactive sessions of questions and answers
- ❖ Pragmatic Case studies from a selection of industries
- ❖ Application of the frameworks and tools
- ❖ Group presentations and debrief

### Learning outcomes

- ❖ Strengthen planning skills - calendaring, estimating
- ❖ Effectively apply the Prioritizing Model
- ❖ Develop skills of 'Prioritizing Best Practices'
- ❖ Awareness of difference in unscheduled requests and interruptions
- ❖ Identify their time wasters & methods of overcoming them

### Who should participate

- ❖ Teams in mid to senior management
- ❖ Employees responsible for team results
- ❖ Managers and Supervisors responsible for team outcomes
- ❖ Team contributing through group efforts