



Course Introduction:

Effective strategic planning is essential to the future success of any organization. However, most strategic planning is lacking in vision. It is merely a straight-line extrapolation of the past into the future. In a world where the pace of change is greater than ever before this is at best shortsighted and at worst a prescription for disaster. Real strategic planning is about positioning the organization for a future which will be different from the past. This new seminar will focus on strategic planning as the essential management system guiding the organization into the future by setting focused goals that will establish and enhance competitiveness. Highlights of the seminar are as follows:

- Presentation of the concept and significance of strategy and strategic planning
- Introduction to the main approaches to strategy formulation and goal setting
- Case examples of organizations formulating strategic plans
- Group work on specific cases and problems
- Extensive use of practical examples in which the course leader has been personally involved

Course Objectives:

- Define time and its components.
- Identify and manage time wasters.
- Set goals and objectives and prioritize accordingly.
- Apply one or more of the 7 habits of highly effective people.
- Define what stress is, how it is caused and how the body responds to stress.
- Discuss what happens when stress is out of control.
- Analyze the causes of stress accurately and plan to control them.
- Suggest various ways and techniques to lower stress levels.
- Give employees more influence over the decisions that affect them and be sure of a positive response
- Maximize the *intrinsic* motivation of their staff
- Use interpersonal skills to develop and empower their staff
- Implement ideas for effective delegation
- Understand their role in empowering the work force
- Apply company-wide initiatives for empowering and engaging employees

Who Should Attend?

All managers and supervisors who wish to improve their Delegation, management of time, and those whose effective use of time is a critical factor affecting

Course Outline:

What is meant by Empowerment and by Engagement?

- Definition of Empowerment and what it attempts to achieve
- Definition of Engagement and what it attempts to achieve
- Characteristics of engaged employees and of disengaged employees
- Characteristics of empowered employees and un-empowered employees
- Motivation - Intrinsic and extrinsic
- Goal theory

Techniques for engaging employees

- Informal participative decision-making programmes
- Job enrichment,
- Continuous improvement
- Self-managed work teams.
- Quality circles
- Informal and formal consultation processes
- The establishments of charters with employees

The Role of the Supervisor and Team Leader

- The relationship with ER and HR
- The Interpersonal skills involved - listening, communicating, assertiveness and influence
- The responsibility for people
- Delegation
- Running Meetings

Empowered performance reviews

- Agreeing goals
- Motivating through feedback
- The importance of praise and how to make it more effective
- Coaching

- Reviewing performance
- Providing genuine development
- Handling unrealistic expectations

The key interventions

- Recruitment
- Induction
- Setting standards
- Handling problems
- Handling change
- The relationship with your boss

Definition of Time Management

- Value of Time as a Resource
- Myths about Time Management

Identifying and Managing Time Wasters

- Self-Imposed Time Wasters
- System-Imposed Time Wasters
- Managing Time Wasters: Planning, Organizing, Staffing, Directing, Controlling, Communication and Decision-Making
- Eliminating Bad Habits
- The Attitude Pyramid

Importance of Goal Setting and 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

Setting Goals and Priorities

- Difference between a Goal and an Objective
- Setting Goals Effectively
- Developing the Habit of a To Do List
- The Self Management Matrix
- Setting Priorities

Defining Planning & Organizing

- The Key Elements Of The Planning Cycle
- Setting Goals & Objectives
- SMART(ER) Objectives
- Planning & Organizing Exercise
- Types Of Planning Tools

The Key Elements Of Organizing

- Using A Gantt Chart
- Prioritizing Workload For Effectiveness & Efficiency
- The Pareto Principle
- Planning & Organizing Exercise
- Improving Personal Organization
- Improving Your Work Environment: Office Layout, Computer & Paperwork
- 'Work Smarter, Not Harder'
- Handling Delegation
- Tips For Work-Life Balance

Setting Priorities and Making Decisions in the Planning Process

- Using planning to ensure task priorities are established
- Planning for time management, scheduling and meeting deadlines
- Integrating the functions into a final work plan
- Improving communications and listening skills
- Planning for delegation responsibility and authority
- Techniques for making good decisions

The Seven Habits of Highly Effective People (by Stephen Covey)

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand then to be Understood
- Synergize
- Sharpen the Saw

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session