

This practical event will give you a solid and comprehensive set of skills to plan, manage and control workloads. It includes workshops and case studies to cover the fundamental theory of effective management and explores practical planning tools that can be instantly applied to a wide variety of challenges.

You will leave this course with the skills essential to successfully bring objectives in on time and within budget.

By managing your daily routine, workload and time better you can improve the performance of both your self and your team. To do this you need to balance your workload and learn techniques to work smarter not harder . This course will show you how:

- Define roles and work with cross functional teams
- Establish clear objectives and milestones
- Use tools to effectively plan and schedule
- Create effective and deliverable plans
- The analytical techniques of planning and control
- Dealing with changes and deviations from the plan
- Handling crisis
- Making and communication difficult decisions

Course Outline

- Establishing and agreeing objectives
- Creating understanding of the current situation:
 - helicopter vision
 - gap analysis
 - AID attractiveness, implementation & difficulty
 - the uncertainty tunnel – precursors, amplifies, dampeners and consequences
 - root cause analysis
 - motivators and hygiene factors
 - prioritisation matrix
 - performance equation – capability x motivation
- The 3 stage decision making process
- Gaining commitment to the agreed solution
- A systematic process to delegation without losing control
- Negotiating to achieve win/win
- Assertively handling interruptions and the allocation of work

Duration

2 Days

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