

Planning Skills at Work

Introduction

By developing and utilizing planning skills, individuals can enhance their productivity, meet deadlines, and contribute to the overall success of their organization.

Effective planning and organizing skills contribute to the success of individuals and teams in the workplace. They provide a sense of direction, help in managing workloads, and ensure that goals are achieved efficiently.

Planning skills are valued by companies and recruiters, and job advertisements often explicitly mention the need for candidates with planning and organizing skills.

Planning skills are practical abilities that help individuals handle workloads, accomplish tasks, and collaborate with others. These skills are essential in the workplace as they enable individuals to effectively manage time, resources, and goals to achieve desired outcomes. This course highlights the essentials of planning skills at work and its role in achieving goals and objectives. Learn about the specific skills and abilities that fall under the umbrella of planning skills, such as strategic thinking, project planning, and time management for individuals in their professional lives.



Key Learning Outcomes

By the end of the course, participants should be able to:

- Develop an understanding of the importance of planning skills in the workplace.
- Identify and apply different planning techniques to manage time, resources, and goals effectively.
- Develop the ability to create and execute a work plan.
- Enhance organizational skills to stay focused and achieve desired outcomes.

Duration

2 Days

Target Participants

Senior Leaders, Senior Managers, Managers, Senior Executives, Executives, Team Leaders, Officers Administrators, and staff members

*For the complete course content and quotation, please reach out to us at info@irs-training.com or kavitha@irs-training.com.