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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Successful Planning, Organising & Delegating

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| MT-278SA | Dammam | Hotel Meeting Room | 2027-11-14 | 2027-11-18 | 9950 SR | En - 25 |

## The Course

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 on 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.

## The Goals

- 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

## The Process

This course is an interactive mixture of lecture, discussion, activities and practice on several management skills. It provides definitions, examples, discussion 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.

## The 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 team work
- Acquire useful planning, organization and delegation management skills
- Adds personal value and competency to an organization

## The Core Competencies

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

# The Programme Content

### Day One

### 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 Two

### 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 Three

## Delegation, Personal Organization and Setting 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 responsibility and authority

## Day Four

## Planning Effectively with Your Team

- Identifying 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 Five

## 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 change
- Developing an action plan for personal and team change

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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