MERCURY

Successful Planning, Organizing & Delegating Workshop



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

MERCURY

Successful Planning, Organizing & Delegating Workshop

Introduction

The current business environment demands a heightened emphasis on the practices and skills related to project planning, properly organizing tasks, and delegating work to empowered staff. Organizations need more productive planning methods, establishing more suitable goals, and achieving tasks effectively. Employing best practices in planning and organizing is crucial for efficient work management and effecting organizational change.

This successful planning and organizing skills workshop equips participants with various management methods, processes, procedures, and practices with essential management techniques. The methodology combines a straightforward theoretical foundation with practical activities to bolster participants' abilities to manage more effectively and efficiently.

Unlock the keys to success with our professional planning, organizing, and delegating skills workshop. Dive deep into the essence of successful planning and organizing, uncovering the intricate layers of a successful planning process. Hone your planning and organizing skills through dynamic sessions and interactive exercises. Explore the art of project planning and delegating, mastering strategies to propel your projects forward with precision.

Whether you're a seasoned professional or an aspiring entrepreneur, our strategic planning workshop is designed to elevate your business acumen. Participants in this successful planning, organizing, and delegating skills seminar receive a transformative experience that promises to reshape their approach to planning and organizing to chart a path toward successful business planning.

Targeted Groups

- Mid-level management.
- Supervisors.
- Team leaders.
- Project managers.
- This successful planning, organizing, and delegating skills conference is for employees across all levels who seek to enhance their careers with improved planning and organizing skills.

Conference Objectives

By the end of this successful planning, organizing, and delegating skills workshop, participants will be able to:

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

- Recognize internal and external influences on daily planning activities and outcomes.
- Employ a successful planning process using essential tools to strategize project work.
- Develop the necessary skills to complete work on schedule.
- Learn and apply organizing strategies to ensure successful completion of projects.
- Utilize delegation as a tool within the planning and organizing framework.
- Understand the traits of team members and how they contribute to team dynamics.
- Foster positive interpersonal relationships for improved team coherence.
- Make higher-quality decisions in the context of planning and organizing work.
- Build and sustain efficient procedures that benefit organizational workflows.
- Achieve goals timely, remain within budget, and surpass customer expectations.
- Enhance readiness to tackle contingencies in work tasks.
- Establish both organizational and personal planning competencies.
- Elevate performance in personal and team organizational skills.
- Gain insight into management techniques for planning and organizing workloads.
- Develop skills in interpersonal interaction abilities for better teamwork.
- Acquire practical planning, organization, and delegation management skills.

Targeted Competencies

At the end of this successful planning, organizing, and delegating skills conference, the target competencies will be able to:

- Leadership skills.
- Strategic thinking.
- Planning management.
- Human interaction.
- Personal organization.
- Change management.

Conference Content

Unit 1: Creating an Attitude to Change How We Plan and Organize Work

- The new systems and strategic thinking in organizing seminars and conferences.
- The impact of organizational change on planning and organizing skills.
- Establish a standard of excellence at all work levels.
- Assess management processes and skill areas vital for successful planning.
- Implement a strategic planning workshop model to initiate projects.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Unit 2: Importance of Planning Management

- Integrate goals with the management planning process for project success.
- Identify initial resource needs during the initial project planning and organizing phase.
- Risk identification techniques affecting assignments and timelines.
- Effective communication within planning processes.
- Recognize the significance of quality planning for successful business planning.

Unit 3: Delegation, Personal Organization, and Setting Priorities

- Analyze individual approaches to work within the planning and organizing context.
- Employ time management and scheduling to meet deadlines.
- Utilize delegation skills as a means of empowerment in organizing workshops.
- Enhance the prioritization of work and tasks for professional organizing workshops.
- Establishing responsibility and authority in the delegation process.

Unit 4: Planning Effectively with Your Team

- Identify essential skills for enlisting help in organizing workshops and seminars.
- Learn the role of group skills in achieving team success within a business planning workshop.
- Understand the importance of interpersonal skills in personal and team decision-making.
- Foster team empowerment through the development of interpersonal skills.
- Adjust to team diversity and promote versatility for effective team relations in project planning and delegating.

Unit 5: Developing Personal and Team Change Plans

- Encouraging innovation for personal and team change in organizing seminars and conferences.
- Identify effective change processes and understand human responses to change.
- Setting achievable personal and team change goals within organizing workshops.
- Navigate resistance to change.
- Create actionable plans for personal and team development during organizational change.