Skills International for Training & Consulting

Training Course

Successful Planning, Organizing & Delegating

Skills International
for Training & Consulting

سكلز الـدولـيــة
للـتدريب والإسـتـشـارات

Introduction

Effective planning, organizing, and delegating are fundamental skills for achieving success in both personal and professional settings. These skills are critical for maximizing productivity, ensuring efficiency, and driving team performance. The "Successful Planning, Organizing & Delegating" course provides participants with practical tools and strategies to plan and organize their tasks effectively while learning how to delegate responsibilities to the right people. By mastering these skills, participants can enhance their leadership abilities, optimize their time management, and create an environment that fosters collaboration and success.

Course Objectives:

- ✓ Understand the key principles of effective planning, organizing, and delegating.
- ✓ Learn how to set clear, achievable goals and prioritize tasks efficiently.
- ✓ Develop strategies for organizing time, resources, and tasks to achieve desired outcomes.
- ✓ Understand the importance of delegation and how to delegate effectively.
- ✓ Gain insights into how to communicate expectations clearly and monitor progress.

- ✓ Learn how to identify the strengths of team members and delegate accordingly.
- ✓ Build confidence in managing workloads and ensuring tasks are completed on time.
- ✓ Foster a collaborative and efficient work environment by empowering others through delegation.

Who Should Attend?

- o Managers and Team Leaders
- o Project Managers
- o Entrepreneurs and Small Business Owners
- o Supervisors and Department Heads
- o HR Professionals

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Effective Planning, Organizing, and Delegating
- The Role of Planning in Achieving Organizational Goals
- Defining Clear Objectives and Setting SMART Goals
- Prioritization Techniques: Urgent vs. Important Tasks
- Time Management Strategies: Planning Your Day for Success

Day Two

- The Power of To-Do Lists and Task Management Tools
- Identifying Resources and Allocating Them Effectively
- The Art of Organizing: Structuring Your Workspace and Workflow
- Task Breakdown: Dividing Large Projects into Manageable Tasks
- Delegation: Understanding Its Importance and Benefits

Day Three

- Identifying What to Delegate and What to Keep
- Recognizing the Strengths of Team Members for Effective Delegation
- Clear Communication: Setting Expectations and Providing Instructions
- Monitoring and Tracking Progress Without Micromanaging
- Overcoming Common Delegation Challenges

Day Four

- Empowering Your Team: How Delegation Drives Motivation and Ownership

- Time-Saving Tools and Technology for Organizing and Delegating

- Balancing Delegation with Personal Responsibility

- Managing Multiple Tasks and Projects Simultaneously

- Conflict Resolution: Handling Disagreements or Setbacks During Delegation

Day Five

- Evaluating Performance: How to Review and Provide Feedback on Delegated Tasks

- Delegating for Growth: Building Leadership Skills in Your Team

- Adapting Delegation Styles Based on Individual Team Members

- Creating a Culture of Accountability and Teamwork

- Case Studies: Successful Planning, Organizing, and Delegating in Action

Training Details

Course Duration	5 Days
Pre-Schedule	27 – 31 July 2025
Venue	Ramada Plaza by Wyndham - Istanbul
Training Fees Per Person	KWD 1500 (One Thousand Five Hundred Only)
Course Fees Include	✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates