



Planning, Organizing and Control for Optimal Results

An **informatech** Training Course
all copyrights reserved

Why Attend

The primary challenge of managers is to get things done effectively and efficiently with and through people. This course introduces the four universal functions of management known as Planning, Organizing, Leading and Controlling (POLC) to help managers in their job. Analyzing and forecasting are also important tools of planning and the course introduces different techniques such as environmental scanning, budgeting, and breakeven analysis.

Course Methodology

This course uses an interactive and cooperative learning methodology by integrating a variety of learning techniques such as lectures, participants-led presentations, individual and group activities and exercises, self assessment tools, role plays, case analysis and video discussions.

Course Objectives

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

Explain the importance of planning and employing the 'SMART' criteria to objectives setting
Use environmental scanning, budgeting, and breakeven analysis as tools for planning and forecasting
Recognize the importance of control, and of properly utilizing key performance measures to keep work on track

Target Audience

Anyone within the organization whether they are staff, department head, manager or supervisor who need to develop their ability to plan, organize, control and achieve their goals and objectives on time and within the expected quality standards.

Target Competencies

Proactive planning and scheduling
Setting objectives
Critical thinking
Critical analysis
Measuring performance

Course Outline

Foundation of planning

- The functions of management
- Definition of planning
- Elements of planning
- Types of plans
- Planning in the hierarchy of an organization
- What is organizing?
- What is leading?
- What is controlling?
- Efficiency versus effectiveness
- Setting S.M.A.R.T goals
- Tips on setting goals
- Benefits of planning
- Why many managers and supervisors fail to plan
- Elements of good plans

Planning tools and techniques

- Environmental scanning
- SWOT and PEST analysis
- Definition of benchmarking
- The benchmarking process
- Steps in benchmarking
- Allocating resources and budgets
- Breakeven analysis
- Limitations of breakeven analysis

Control and performance measurement

- Definition of control
- The planning and controlling link
- Importance of control
- The control process
- Measuring: what and how
- Sources of information for measuring performance
- Managerial decisions in the control process
- Organizational performance measures
- Feed forward, concurrent and feedback controls
- Information controls and balanced scorecards