



An ISO 9001:2015 & ISO 29990:2010 Certified Company



Successful Planning, Organising & Delegating

Enhance Planning Skills, Manage Resources
and Improve Work Behaviors

24 - 28 Jun 2019, Zurich

23 - 27 Sep 2019, London

08 - 12 Dec 2019, Dubai



United Nations
Global Compact

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Why Choose this Training Course?

This highly beneficial training course will help delegates to understand the importance of planning and how the most successful organisations deliver high performance outcomes. This training course is a must for all professionals as good planning is an essential skill that can be readily applied to the complex and ever-changing environment in which all of today's organisations are operating.

The training course content addresses organisational issues such as the impact of change on strategic planning, how to manage risks and make best use of resources. Furthermore, it helps delegates to explore the impact of individual management behaviours on both developing and implementing plans and to understand themselves better.

This training course will feature:

- How strategic thinking affects the planning process
- Setting goals and addressing risks
- What is prioritization?
- Developing management skills: delegation and assigning work
- Leading teams to deliver results

What are the Goals?

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

- Understand the value of strategic thinking
- Develop objectives aligned to organisational vision
- Set priorities and prepare plans
- Develop the ability to delegate effectively
- Understand different team leadership styles and their impact

How will this Training Course be Presented?

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a combination of presentations with interactive practical exercises, supported by videos, activities and case studies. Daily reflection supports learning and retention of information.

Exercises are chosen to relate to the work experiences of delegates, so they can make connections between theories and their place of work. A safe atmosphere encourages delegate participation and opportunities to share and learn with others.



COURSE SCHEDULE:

24 - 28 Jun 2019, Zurich

23 - 27 Sep 2019, London

08 - 12 Dec 2019, Dubai

Who is this Training Course for?

This AZTech training course is suited to any professional wanting to learn or refresh their planning skills. It is also suitable to a wide range of professionals but will greatly benefit:

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Professionals wanting to learn practical management techniques for good planning, organizing themselves and others and delegating effectively
- Individuals who are responsible for managing any type of group or team
- Professionals who would want a refresher in planning techniques
- Professionals who wish to overcome resistance to change
- Professionals wishing to enhance their ability to manage people



THE COURSE CONTENT

DAY 01: How we Plan and Organise Work

- The benefits of planning
- Single and Double Loop Learning – limiting assumptions
- Systems Thinking – multiple variables
- Managers & Leaders' responsibilities
- Behavioural competencies to deliver high performance
- The principles behind setting objectives

DAY 02: Importance of Planning Management

- Defining Scope for Plans
- Aligning and integrating goals, the sum is greater than the parts
- Impact of organisational structures on delivery of plans
- McKinsey 7S Model – a balanced approach to delivery
- Project v business planning – the challenges
- Principles of Risk Management

DAY 03: Delegation, Personal Organization and Setting Priorities

- People's attitudes to work
- Teamwork requires effort
- Setting priorities to improve work outcomes
- Planning for time management, scheduling and meeting deadlines
- Delegating effectively to empower staff
- The process of delegation

DAY 04: Planning Effectively with Your Team

- What makes teams effective?
- Characteristics of high performing teams
- Team v. Individual Roles
- Empowering the team through the development of interpersonal skills
- Developing interpersonal skills between team members
- Team results need effective team communication

DAY 05: Developing Personal and Team Change Plans

- Human responses to change
- Techniques to set personal goals
- Techniques to set team change goals
- Overcoming resistance to change
- Innovation, Strategy, Change – the links
- Personal action planning

THE CERTIFICATE:

AZTech Certificate of Completion for delegates who attend and complete the training course

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DATE	VENUE	FEES(USD)
24 - 28 Jun 2019	Zurich - Switzerland	\$5,950
23 - 27 Sep 2019	London - UK	\$5,950
08 - 12 Dec 2019	Dubai - UAE	\$5,950

REGISTER NOW

This fee is inclusive of Documentation, Lunch and Refreshments and maybe subjected to 5% VAT.

**Complete & send by fax/mail to address given below.
Please use BLOCK CAPITALS.**

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION:

COMPANY:

MAILING ADDRESS:

TELEPHONE:

MOBILE:

FAX:

EMAIL:

AUTHORISATION

AUTHORISE BY:

POSITION:

EMAIL:

TELEPHONE:

FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- PLEASE INVOICE MY COMPANY
- PLEASE INVOICE ME
- PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ONLINE / CREDIT CARD

Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

Event Disclaimer

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

Cancellation & Substitution

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a \$250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

4 Ways to Register

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Certification

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