

Strategic Planning and Effective Delegation

Duration: 5 Days

Language: en

Course Code: MG1-113

Objective

Upon completion of this comprehensive 5-day course, participants will be able to:

- Understand the significance of strategic thinking and its practical application.
- Formulate objectives aligned with organisational vision and mission.
- Prioritise tasks, identify risks, and structure effective business plans.
- Develop delegation skills to empower teams and enhance productivity.
- Evaluate how different leadership styles influence team dynamics and outcomes.

Audience

This comprehensive course caters to a diverse audience, including:

- Team members seeking to enhance their planning and delegation skills.
- Supervisors aiming to develop effective planning techniques for team management.

- Managers striving to optimise their organisational performance and empower their teams.
- Senior management seeking to refine their planning strategies and advance organisational objectives.
- Professionals seeking a comprehensive refresher in planning techniques to drive success in their roles.

Training Methodology

This course employs a blended learning approach that combines interactive lectures, practical exercises, and collaborative group work to ensure a deep understanding of strategic planning and delegation. Participants will use real-world case studies and scenario analyses to apply strategic thinking and planning processes. Hands-on workshops will provide opportunities to practice resource allocation, task prioritisation, and delegation skills. Role-playing and group discussions will enhance leadership and team dynamics, while self-assessment tools will help participants evaluate and refine their personal management behaviours. This integrative methodology ensures participants leave with practical strategies and skills to effectively lead and implement plans in their organisations.

Summary

This course underscores the vital importance of strategic planning in achieving organisational success. Efficient planning is a fundamental skill applicable across diverse work environments. Through this course, participants will explore how strategic thinking informs planning processes, enabling them to navigate change, manage risks, and optimise outcomes. Additionally, attendees will gain insights into the impact of personal management behaviours on plan development and implementation.

Course Content & Outline

Section 1: Integrating Strategic Thinking into Planning Processes

- Incorporating strategic thinking into the planning framework.
- Setting SMART goals and strategies for successful attainment.
- Overview of the planning process, from inception to execution.
- Problem-solving methodologies and options analysis.
- Identifying and mitigating risks to enhance plan effectiveness.

Section 2: Resource Allocation and Prioritisation

- Efficiently allocating resources, including time and personnel.
- Understanding the principles of task prioritisation.
- Developing delegation skills to empower team members.
- Addressing performance issues and fostering accountability.
- Leading teams effectively to achieve desired results.

Section 3: Structuring Effective Business Plans

- Crafting business plans that align with organisational objectives.
- Conducting SWOT analyses to inform strategic decision-making.
- Establishing clear objectives, milestones, and performance metrics.
- Implementing feedback mechanisms for plan refinement and improvement.
- Anticipating and addressing potential challenges and obstacles.

Section 4: Empowering Teams Through Delegation

- Understanding the importance of delegation in enhancing team productivity.
- Identify tasks suitable for delegation and select the right individuals.
- Communicating expectations clearly and providing necessary support.
- Monitoring progress and providing constructive feedback to delegated tasks.
- Creating a culture of trust and accountability within the team.

Section 5: Leadership Styles and Team Dynamics

- Exploring different leadership styles and their impact on team effectiveness.
- Leveraging leadership styles to maximise team performance and cohesion.
- Building rapport and fostering positive relationships within the team.
- Resolving conflicts and managing diverse personalities effectively.
- Cultivating a collaborative and supportive team culture conducive to success.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Management & Leadership

Tags

Planning, Delegation, Strategic Thinking

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