



course : Successful Planning, Organising & Delegating

City :	Dubai	Hotel :	Atlantis The Palm
Start Date :	2025-12-22	End Date :	2025-12-26
Duration :	1 Week	Price :	3950 \$



Course Overview

Effective planning, organizing, and delegating are critical skills for personal and organizational success. This training course equips participants with practical techniques to plan strategically, manage resources, lead teams, and adapt to change. Delegates will enhance their leadership capabilities, develop high-performing teams, and implement effective work practices to achieve business, team, and personal objectives.

Course Objectives

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

- Align business, team, and individual objectives effectively
- Apply continuous improvement principles to planning practices
- Recognize the impact of positive thinking on staff motivation
- Identify key elements to enable high-performing teams
- Understand and manage the impact of organizational change

Target Audience

This course is suitable for:

- Professionals seeking practical management techniques for planning, organizing, and delegating
- Team leaders, supervisors, and managers responsible for managing groups or teams
- Professionals wishing to refresh or enhance their planning skills
- Individuals aiming to improve team performance and manage resistance to change
- Anyone seeking to develop leadership and people management capabilities

Methodology

The course uses an interactive, adult-learning approach, including:

- Presentations and facilitated discussions
- Practical exercises, case studies, and role-plays
- Video demonstrations and real-life work scenarios
- Daily reflection sessions to reinforce learning and application

Opportunities for peer learning in a supportive, safe environment

Course Outline

Day 1: Creating Positive Attitudes to Change

Planning for change and challenging assumptions

The cycle of improvement

Positive thinking techniques

Competencies, actions, and behaviours for high performance

Day 2: Business Planning

Defining business scope and setting clear objectives

Reviewing organizational capabilities

Distinguishing business vs project planning

Managing and mitigating risks

Day 3: Skills for Successful Implementation

Leaders' role in shaping employee attitudes

Delivering clarity of purpose

Motivating self and others

Time management and personal productivity

Delegation and empowerment strategies

Day 4: Effective Team Planning

Understanding teams and high-performing team characteristics

Linking team objectives with business objectives

Defining team and individual roles

Building team spirit and effective team behaviours

Day 5: Success Depends on Individual Performance

Responding to change and overcoming resistance

Setting team goals and aligning with individual goals

Maintaining continuous improvement

Developing a personal action plan for implementation

Certificates

Upon successful completion of this training program, participants will be formally awarded a HighPoint Certificate, recognizing their demonstrated knowledge and competencies in the subject matter. This certificate serves as an official testament to their proficiency and commitment to professional

development