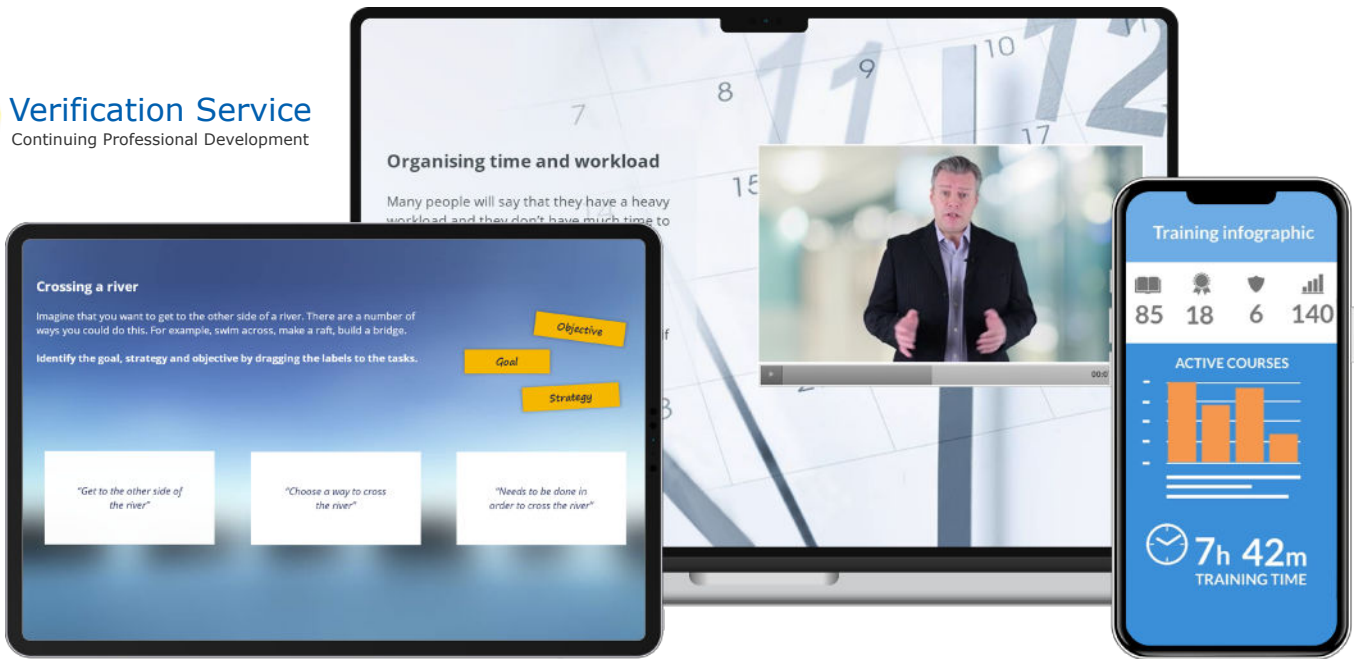
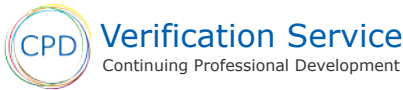


# PLANNING & ORGANISING



## OVERVIEW

The cliché is if you fail to plan, you plan to fail. But it's a cliché for a reason. The most effective managers understand the vital importance that planning and organisation play in the success of any team. Put simply, great results do not happen by accident.

By setting smarter goals, better measuring performance and gaining control of your team's workload, you're laying the foundations for success. This module gives your learners the essential building blocks to do just that.

## OBJECTIVES

- Identify the difference between goals, objectives, strategies and tactics
- Be able to develop SMART objectives
- Establish what KPIs are, how they should be used and the difference between leading and lagging KPIs
- Fully understand the key elements affecting a project (time, cost, scope and quality).
- Explore three ways of freeing up time
- Examine how to create a matrix to identify urgent/important and non-urgent/unimportant tasks



### DURATION

20 minutes. Including interactions and downloads.



### AUDIENCE

This e-learning course is designed for all roles in a company and will help anyone who wants to improve their organisational skills.



### CERTIFICATION

Upon completion of the course the learner will receive a CPD certificate.

