

# Planning Work

**Course length:** 3.5 hours\*

**Course Code:** 100594BT029

**This course will help you to plan your workload and the workload of your team.**

## Benefits for the Learner

If you ever struggle to get to the bottom of your “To Do” list, the chances are that all you need is a little help with your planning technique!

This course will give you just that – it explains the four main stages in the planning process and gives you tips and practical advice to help you get more done during your working day.

## Benefits for the Business

Managers who efficiently plan the workload of themselves and their team are far more productive than those who get by on a wing and a prayer! And the art of good planning can be taught and honed like any other business skill.

This course gives your managers a range of valuable planning skills that will help them to achieve more in less time.

## What You Get From This Course

Having completed this course, you will be able to:

- Identify the main stages in planning any work activity or project
- Define effective work objectives
- Plan work in order to achieve the objectives
- Monitor and evaluate progress and make any necessary adjustments to your plan

## What Does the Course Cover?

- The planning process
- Defining your objectives
- Planning the work
- Monitoring and evaluating

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours 30 minutes to complete.

\*Courses are accessible for six months from the date of purchase.