

Planning & Being Prepared

AVOID CRISIS MANAGEMENT

Plan of action

Is putting out fires a constant part of your day? Most workplace problems should be identified and fenced off in their infancy. Crisis management is demoralising and tiring. Planning and being prepared cures crisis management. If you study high performance organisations, you'll notice how they calmly get through the problems of the day. Great planners make great managers.

Key Learning Outcomes

At the conclusion of this program participants will possess the skills to:

- Plan your day every day
- Prioritise key tasks
- Break complex
- Link your daily activities to the organisation's objectives
- Discuss the impact of the crisis management approach
- Assess the impact of not planning activities
- Evaluate the effectiveness of your meetings
- Evaluate 4 planning tools
- Learn design thinking techniques

“ Being busy does not always mean real work. The object of all work is production or accomplishment and to either of these ends there must be forethought, system, planning, intelligence, and honest purpose, as well as perspiration. Seeming to do is not doing.

- THOMAS A EDISON

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Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- Ideal group size 4 - 10 participants
- Venue For your convenience, you can choose to conduct this program at your premises. Alternatively, we can provide a training venue at a small additional cost
- Duration This program can be conducted as a one day or half day program
- Cost Price on request

If you would like more information on this training program, please contact:

Preferred Training Networks on 03 9805 8000

Email: ddear@preftrain.com.au or visit our website today

www.preftrain.com.au