

# Setting action plans & *being action orientated*

**A PROGRAM DESIGNED SPECIFICALLY TO GET MORE PEOPLE TO TAKE POSITIVE ACTION IN THE WORKPLACE.**

**HELP EMPOWER YOUR PEOPLE TO BE MORE ACTION ORIENTATED AT WORK AND IN THEIR PERSONAL LIVES.**

## Plan of action

An idea or strategy is valueless without a plan of action. Many people get consumed with brilliant concepts and pay too little attention to implementation. Some people would rather tackle a crocodile than follow through with an action plan. This program helps people follow a proven methodology of setting and measuring the achievement of action plans.

- How to design vision, goals and action plans to achieve results
- How to understand and minimise the impact of procrastination
- How to take action in the face of ambiguity
- How to differentiate doers from don'ters
- How to learn to act when others would hold back
- How to achieve results
- How to overcome the fear of failure
- How to build SMART action plans
- How to develop a positive attitude in the face of adversity
- How to understand and minimise the impact of negative self talk that impedes action
- How to minimise the impact of personality on the achievement of goals
- How to chunk project plans to minimise anxiety
- How to develop the capacity to break action plans into achievable components
- How to fly in the face of 'what is possible'

“ A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be. ”

Rosalyn Carter

## Key Learning Outcomes

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

- Set action plans and agree a measure framework
- Prioritise the action plan activities
- Chunk large action plans into achievable tasks
- Be comfortable taking action
- Learn how to position calls to action
- Be courageous enough to take action and explain the perceived benefits of the action
- Empower employees to take action when necessary
- Manage multiple tasks, managers and deadlines
- Get past task saboteurs
- Overcome the 4 biggest behavioural action barriers
- Set SMART action plans
- Stop people plodding along
- Delegate tasks strategically
- Manage meetings and minutes and the deployment of action plans more effectively
- Allow time for creativity and problem solving
- Motivate your stakeholders when morale is lagging
- Understand customer and client expectations

## Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size** 4 - 12 participants.
- **Venue** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration** This program can be tailored to yoadapted to meet your requirements.
- **Cost** Price on request.
- **Target Audience** Supervisors, Team Leaders and Management.

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

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or visit our website today

[www.preftrain.com](http://www.preftrain.com)