



PREFERRED TRAINING
NETWORKS

PLANNING & BEING PREPARED

"A goal without a plan is just a wish." - Antoine de Saint-Exupéry

Planning skills are essential for success! This course will equip you with the tools you need to develop an effective plan and maximize your productivity. You'll learn how to set objectives, create an action plan, manage resources and track progress. You'll also explore strategies to stay motivated and organized. This course is designed to empower you to make the most of your time and achieve your goals. By the end of it, you'll have the skills and knowledge to build a foundation for long-term success.

Key Course Content:

- 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 4 planning tools
- Learn design thinking techniques
- Discuss how western diets have changed in the last 20 years
- Plan and prioritise tasks



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.

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