



SETTING ACTION PLANS

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

Action Planning is a critical skill for success in both work and life. This course will teach participants the steps involved in planning, organizing, and implementing successful action plans. Participants will learn about the components of an effective plan, the importance of setting SMART goals, and how to manage agreed upon outcomes. They will also practice exercising accountability and developing strategies for overcoming obstacles. The course will be interactive with group activities and individual exercises to ensure all participants understand the importance of action planning and have the tools and confidence to use it effectively.

Key Course Content:

- Set action plans and agree on 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.
- Delegate tasks strategically.
- Manage meetings and minutes and the deployment of action plans more effectively.



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.