



Priority Planning

Who Should Attend

Individuals, supervisors and senior managers who must understand the strategic direction of their business and create an effective plan for execution.

Format:

- One-day, instructor-led session
- Follow-up coaching session to reinforce learning

Tools provided

- A Comprehensive Learning Guide and Resource Manual
- Subscription to our monthly LearningLink e-newsletter

Improve your priority planning process and enhance your focus

Learn to make effective choices when faced with increasing demands and responsibilities. Select the right tasks, at the right time, every time.

Discover a proven, small project management process including the importance of action planning, and acquire the tools you need to make things happen.

This course will help you:

- Deliver improved results
- Overcome barriers to achievement
- Recognize what's urgent and what's important
- Turn intentions into actions
- Learn how to plan your projects
- Handle higher volume at a faster pace
- Commit to values and goals
- Focus on your business' strategic direction.

Related Training:

- Priority Coaching
- Leadership & Management Skills for the 21st Century

Priority Management Training

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Synopsis:

Priority Planning

Master Your Priorities, Maximize Your Impact

- Are you experiencing difficulty in prioritizing tasks effectively?
- Do you struggle to manage increasing demands and responsibilities at work?
- Have you found it challenging to turn your intentions into actionable plans?
- Are you experiencing barriers to achieving your goals?
- Do you struggle to distinguish between urgent and important tasks?
- Have you faced issues with planning and executing small projects?

If you answered yes to any of these questions, this course is designed to address these challenges and more..

The Priority Planning Workshop is designed to help you develop the knowledge and the skills required to maximize your performance and productivity at work.

At the end of the workshop, you will be better able to choose the right task, use the right tools and apply the right process to achieve great results.

- **Unit 1: Workshop Goals:** Introduces you to the program materials, processes, tools and goals. Core competencies are highlighted for each unit and workshop exercises are designed to apply best practice behaviours.
- **Unit 2: Self-Assessment:** Provides an opportunity to surface challenges both at work and at home and examines your current skill level to meet them. Results are plotted onto the WorkSkills Matrix.
- **Unit 3: The Productivity Formula:** Emphasizes that while task achievement is a top priority, the processes and tools you choose are critical to the accomplishment of your desired results.
- **Unit 4: Define Your Purpose:** Identifies and clarifies the key organizational strategies and aligns specific tasks and activities that support their achievement. You select a key strategy for application of the Priority Planning process.
- **Unit 5: Establish Your Goals:** Examines the Decide-Do-Deliver model of work. You will learn how to develop a strategic goal to enhance performance within your chosen key strategy, and gain commitment from others with a process for team decision-making.
- **Unit 6: Turn Intentions Into Actions:** Focuses attention on the process and tools to make things happen back on the job. You learn the importance of action planning with a proven small project management process.
- **Unit 7: Deliver the Results:** Emphasizes the needs for good communication, including influencing. The meeting process is reviewed and you learn the skills necessary to better coordinate the commitments of others.
- **Unit 8: Learn From Experience:** Develops a specific process to highlight what we have learned in order to evaluate the experience of proper planning and to continuously improve the process.
- **Unit 9: Team/Company Assessment:** Re-visiting the WorkSkills Matrix™ in order to assess your team's specific challenges and skills related to the Priority Planning process.
- **Unit 10: Learning Transfer – Back On The Job:** Summarizes the workshop highlights and provides a simple transfer of the action plan back to the workplace.



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A Better Way To Work

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