



ACTION PLANNING

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

Action planning is a powerful tool to help you turn your goals into achievable actions. This course will provide you with the essential steps to create an effective action plan that will maximize your performance and keep you on track. You'll learn techniques to help you break down your goals, develop creative solutions, and evaluate potential outcomes. You'll also practice practical skills such as goal setting, time management, and decision making. Join us and start putting your ideas into action!

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.
- 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.
- Set SMART action plans.
- Delegate tasks strategically.
- Manage meetings and minutes and the deployment of action plans more effectively.
- Allow time for creativity and problem solving.



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.