

Action and Development Planning

Course duration: *One day or half day option* **REF:** *ADP11*

Who is it for?

Managers and those with a responsibility for planning

Overview

Effective teams, departments and organizations have to know where they want to go and plan how to get there. This course aims to ensure that key staff, have the skills and techniques necessary to deliver stakeholder requirements and expectations.

Objectives

- ✔ Understanding the importance of aligning plans with the corporate vision and strategic objectives
- ✔ Appreciate how local issues and viewpoints might impact on planning and success criteria
- ✔ Respond to changing demands in the business environment
- ✔ Define and manage the key processes necessary to deliver results
- ✔ Identify and allocate responsibilities and resources
- ✔ Set realistic timescales and milestones
- ✔ Monitor progress and report / communicate results to interested parties

All of our courses can be tailored to meet you organisations objectives:
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