

# Planning and Scheduling

## Overview

'Failing to plan is planning to fail'. Unfortunately this is too often stated after an event has failed. Hindsight can be a marvellous thing but what a good manager really needs is foresight. As individuals progress in their career, they can be faced with more complex and difficult challenges involving the co-ordination of different people, the completion of tasks in a particular sequence and the expenditure of resources such as time and money. Learn the techniques to plan effectively.

## Workshop content

This workshop will define the importance of planning and scheduling. Delegates will explore the key principles and learn how planning and scheduling fits into the management cycle. A variety of tools and techniques will be shared with delegates which can be implemented immediately improving knowledge, understanding and competence of planning effectively.

## Target audience

This workshop is for those individuals who experience a high volume and diverse workload. Delegates should be willing to try out some of the models.

### Section 1 What is planning & scheduling

- Define the challenge of Planning & Scheduling
- The importance of effective Planning & Scheduling
- Team performance
- Barriers facing Managers

### Section 2 The key principles of planning & scheduling

- The Management Cycle
- The Manager's Role
- Getting the mix right

### Section 3 Practical application & review

- Putting it into practice
- Tools
- Key learning points
- Action plan