



OBT

OBT Course Outline

EFFECTIVE PLANNING

<i>Main Aims and Key Benefits:</i>	This ½ day management programme focuses on the procedures which support organisational policies. Managers will reflect on their level of authority and what decisions their staff are empowered to make.
<i>Course Content:</i>	<ul style="list-style-type: none">▪ Organisational policies and procedures▪ Level of authority and accountability▪ Empowerment and ownership▪ Considerations when planning and allocating the team's work▪ Prioritising workload▪ Methods of monitoring the team's performance
<i>Training Methods:</i>	<ul style="list-style-type: none">▪ Syndicate exercises/discussions▪ Individual exercises
<i>Who will benefit:</i>	Heads of Department, Senior Team Leaders
<i>Duration:</i>	½ day
<i>Certification:</i>	OBT and Progressive Training
<i>Training Provider:</i>	Progressive Training