



OBT

OBT Course Outline

5. PLANNING AND MONITORING WORK

Main Aims and Key Benefits:	The main focus of this 1-day management development programme is on understanding the key factors involved to ensure that the organisation's policies and procedures are clearly defined, communicated and adhered to.
Course Content:	<ul style="list-style-type: none">▪ Organisational policies and procedures▪ Setting effective objectives▪ Team roles▪ Considerations when planning, allocating and monitoring the team's work▪ Monitoring and improving performance▪ Personal Action Plan
Training Methods:	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Practical exercises▪ Group discussions▪ Post Course Action Plans
Who will benefit:	Bursars, Assistant Bursars, Heads of Department, Senior Team Leaders, HR managers
Duration:	1 day
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training