

PLANNING AND MANAGING RESOURCES

LEARNING FORMATS: SELF-STUDY (WITH CLASSROOM ADD-ON OPTION)

An organization's success relies on everyone getting their jobs done and on time. Many are able to meet daily challenges and complete their assigned tasks and projects. However, there are some who have difficulty getting things done because of conflicting priorities, the task's scope changes, or they might be prone to procrastination. They might also be unaware of all the resources available to them and how to utilize them effectively.

This course helps associates develop the skills they need to use time and manage resources more effectively so they are able to make stronger contributions to the organization. Using the tips, techniques, and tools in this course will also help learners complete projects successfully by anticipating obstacles and devising a plan to address them.

DO YOU FACE ANY OF THESE ISSUES?

- > Do associates lose focus and fail to get their work done on time?
- > Are projects managed ineffectively and important deadlines missed?
- > Do associates know what resources they need and how to acquire them?

PERFORMANCE OBJECTIVES

Helps associates:

- > Ensure that they are focused on critical activities.
- > Make the best use of available resources.
- > Manage projects efficiently and productively.
- > Meet schedule milestones and complete assignments on time.
- > Identify potential risks to their work plans and develop contingency plans.

PRIMARY COMPETENCY DEVELOPED

- > Managing Work
- > Planning and Organizing

SECONDARY COMPETENCY DEVELOPED

- > Decision Making

COURSE OVERVIEW

- > **Why Can't I Get Things Done?:** Learners watch a video in which an employee sees how he is contributing to his own difficulties in getting work done. They then review a list of pitfalls and determine the situations and outcomes for those they have fallen into.
- > **Prioritizing Work:** Learners read a scenario and determine how someone prioritizes her work and decide if they would do something different. Next they explore the differences between "urgency" and "importance" and complete an activity that helps them prioritize better. Tips are provided to help learners say "no" when they are about to overcommit.
- > **Making the Best Use of Resources:** Learners complete an inventory of the resources (people, information, space, equipment) available to them. Next they learn how to secure those resources by communicating appropriately and effectively. Learners watch a video and critique the way the person seeks support from a colleague. They review key points for optimizing resources.
- > **Staying Focused:** Learners discover four main obstacles to staying focused. Next they identify where they spend time and pinpoint their focus breakers. Learners use tips and a tool to break down tasks into smaller units to help them overcome procrastination. A video highlights how clutter and disorganization can impact focus. Best practices are presented for improving team focus, including working virtually.
- > **Project Planning Simulation:** Taking on the role of a team leader, learners work through a simulation that has them determine tasks and allocate resources to coordinate the relocation of two merged teams.
- > **Scheduling:** Four steps to creating a schedule are introduced. Learners create a project schedule and note contingency plans for the relocation project. They use a checklist to help anticipate obstacles to keeping their own projects on track.

VIDEO SEGMENT SUMMARY

- > A team member talks with his leader about his problems with getting his work done.
- > An associate uses an ineffective approach in seeking support from a colleague.
- > A video montage shows the impact of workplace interruptions.
- > A manager's disorganization affects his ability to respond to a team member.

COURSE DETAILS

- > **Target audience:** All employees through frontline leaders.
- > **State-Fundable:** Yes (with classroom add-on option)
- > **Course length:** Variable (contact Employers Group)
- > **Facilitator Certification:** No.
- > **Prerequisites:** None.
- > **Series:** Suitable for all environments.
- > **Optimal Group Size:** 1 or more
- > **Course Prep:** No.
- > **Notes:** Designed as 2-3 hours of self-study, this course may include instructor-led facilitation highlighting important concepts, applying content to the job, and accessing the many resources available. Trainees would need to take self-study portion first.

OTHER COURSES TO CONSIDER

- > Accelerating Business Decisions
- > Executing Strategy at the Front Line
- > Making High-Quality Decisions