

Duration: 2 hours 30 mins

Course level: Introductory

Delivery method: Online

Introduction

On a daily basis, effective managers are required to juggle multiple tasks, projects and responsibilities, while giving each the attention it requires. Despite this pressure, research commissioned by Microsoft reveals that many UK business managers still tend to plan and manage work “in their heads”.

Poorly planned work can put budgets, work place safety and staff morale at risk, whilst a clear plan is a powerful tool, enabling managers to use time and resources effectively and efficiently.

Planning Work helps managers understand why and how a good plan works. It's an ideal starter course that shows managers how to break down any task or project into its component parts and map out a clear route through the process.

Who is the course for?

Planning Work is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

There are no formal entry requirements and the easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

What will you get from this course?

When you have completed this course, you will be able to:

- understand the three key stages involved in planning a project: Defining Your Objective, Planning the Work and Monitoring and Evaluating
- describe the elements you need to consider when defining your objectives
- define how you can break down and schedule the individual tasks and activities involved in completing any piece of work
- describe how to define your plans in a central Work Plan
- understand how to monitor and evaluate progress against your Work Plan in order to identify any problems and modify your plans.

Course features

You can start this course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course will be available for up to six months from the date first accessed.

The course consists of a series of information screens and simple exercises, such as multiple choice and true or false questions that check and extend your learning. Each completed exercise is followed by immediate feedback and the main points of the course are illustrated through a simple case study.

You can also access a number of resources such as a printable course transcript, an Action Plan and a glossary.

Other courses you might be interested in

Time Management
Project 2000
Problem Solving Skills

Producing Project Reports
The Apprentice – Leadership and
Management

Course code: 100594BT029

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