HIGH POINT CENTER

course : Successful Planning, Organising & Delegating

City :	Paris	**Hotel :**	Le Meurice
Start Date :	2025-12-01	**End Date :**	2025-12-05
Period :	1 Week	**Price :**	5950 $

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Course Overview

Effective planning, organizing, and delegating are critical skills for personal and organizational success. This training course equips participants with practical techniques to plan strategically, manage resources, lead teams, and adapt to change. Delegates will enhance their leadership capabilities, develop high-performing teams, and implement effective work practices to achieve business, team, and personal objectives.

Course Objectives

By the end of this training course, participants will be able to:

- Align business, team, and individual objectives effectively
- Apply continuous improvement principles to planning practices
- Recognize the impact of positive thinking on staff motivation
- Identify key elements to enable high-performing teams
- Understand and manage the impact of organizational change

Target Audience

This course is suitable for:

- Professionals seeking practical management techniques for planning, organizing, and delegating
- Team leaders, supervisors, and managers responsible for managing groups or teams
- Professionals wishing to refresh or enhance their planning skills
- Individuals aiming to improve team performance and manage resistance to change
- Anyone seeking to develop leadership and people management capabilities

Methodology

The course uses an interactive, adult-learning approach, including:

- Presentations and facilitated discussions

- Practical exercises, case studies, and role-plays
- Video demonstrations and real-life work scenarios
- Daily reflection sessions to reinforce learning and application
- Opportunities for peer learning in a supportive, safe environment

Course Outline

Day 1: Creating Positive Attitudes to Change

- Planning for change and challenging assumptions
- The cycle of improvement
- Positive thinking techniques
- Competencies, actions, and behaviours for high performance

Day 2: Business Planning

- Defining business scope and setting clear objectives
- Reviewing organizational capabilities
- Distinguishing business vs project planning
- Managing and mitigating risks

Day 3: Skills for Successful Implementation

- Leaders' role in shaping employee attitudes
- Delivering clarity of purpose
- Motivating self and others
- Time management and personal productivity
- Delegation and empowerment strategies

Day 4: Effective Team Planning

- Understanding teams and high-performing team characteristics
- Linking team objectives with business objectives
- Defining team and individual roles
- Building team spirit and effective team behaviours

Day 5: Success Depends on Individual Performance

- Responding to change and overcoming resistance

- Setting team goals and aligning with individual goals
- Maintaining continuous improvement
- Developing a personal action plan for implementation

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.