

plan, prepare, act

Success is not an option. It is an outcome of many steps that we take before hand.

This practical training workshop unfolds the planning process in an easy-to-use manner.

Contents

Planning for success

Goal Setting

Type of goals

Planning

Essential elements of a plan

Type of plans

Planning & organizing

Anticipating & managing risk

Monitoring & controlling the plan

Problems

Creative problem solving

Are you confident?

Take Away

Following this training workshop, participants will gain a realistic understanding of the goal setting & planning process including important elements of planning. This learning will help in creating successful plans in their work area.



Objectives

Understand goal setting process

Know important elements of plans

Make winning plans

Who should attend?

Middle level, Senior level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

Multimedia Presentation

Lecture

Facilitated Discussion

Group exercise

Individual exercise

Study material

Anecdotes

Role plays

Inventory

Games

Q & A