

## PLANNING, ORGANIZING & CONTROLLING

Behavioral Expectations:	Module Outline:
<ul style="list-style-type: none"> <li>• Explain the purpose of a plan</li> <li>• Apply the systematic approach to planning</li> <li>• List reasons why plans fail</li> <li>• Explain the basic elements of planning</li> <li>• List basic elements to organizing</li> <li>• List basic elements to controlling</li> <li>• Write a plan that is work related</li> </ul>	<p><b>Prerequisite: None</b> <b>Schedule: Half Day</b></p> <p>The best management decisions are based on sound planning. This module is designed to instruct managers and leaders how to simplify the decision processes and reduce waste through the use of sound planning, organizing and controlling. The participant will be required to write a specific plan that is work related.</p> <p><b>The Four Basic Elements to the Planning Process:</b></p> <ul style="list-style-type: none"> <li>• Setting objectives</li> <li>• Anticipating problems</li> <li>• Considering the alternatives</li> <li>• Selecting the best alternative</li> </ul> <p><b>Systematic Approach to Planning:</b></p> <ul style="list-style-type: none"> <li>• Consider goals of the entire department</li> <li>• Estimate strengths and weaknesses of department</li> <li>• Don't jump to conclusions</li> <li>• Pick a reasonable set of goals</li> <li>• Arrange objectives</li> <li>• Develop a master plan</li> <li>• Put numbers and dates on everything</li> <li>• Pin down assignments</li> <li>• Explain plan</li> <li>• Review plans regularly</li> </ul> <p><b>Why Plans Fail</b></p> <ul style="list-style-type: none"> <li>• Failure to touch all bases</li> <li>• Failure to allow enough time for planning</li> <li>• Failure to limit objectives</li> </ul> <p><b>Basic Elements of Organizing</b></p> <ul style="list-style-type: none"> <li>• Analyze the work to be done</li> <li>• Define work to be done</li> <li>• Delegate work to be done</li> </ul> <p><b>Steps to Controlling</b></p> <ul style="list-style-type: none"> <li>• Controlling what you do versus controls used to measure progress</li> <li>• Planning, organizing, and reporting</li> <li>• Inspect the actual work</li> <li>• Check the reports</li> <li>• Take timely corrective action</li> </ul> <p><b>Key Learning Points:</b></p> <ol style="list-style-type: none"> <li>1. The systematic approach to planning and how to make plans work.</li> <li>2. Why organization is important to the company's overall efficiency.</li> <li>3. How managers and leaders can minimize the negative aspects of controls and take the positive approach.</li> </ol>