

COURSE OVERVIEW SS0727
Planning and Prioritization
(E-Learning Module)

Course Title

Planning and Prioritization
 (E-Learning Module)

Course Reference

SS0727

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
 (3.0 CEUs/30 PDHs)



Course Description



With today's increased demand and volume, we need to plan, prioritize and organize ourselves to make the most out of the fixed amount of time we are given. Developing good planning and organizational skills is an investment that supply benefits for years. To be successful means to be organized. By utilizing planning and organizational skills, you will encounter improved productivity, better management, as well as an overall increase in professional growth.



Organizing is not just about removing clutter but also includes planning and prioritizing. The ultimate aim of improving your organizational skills is to improve your productivity and reduce wasteful activities.



This E-Learning course is designed to provide participants with a detailed and up-to-date overview of planning and prioritization. It covers the key concepts of planning and organizing; the planning tools and benefits of planning; the drawbacks of planning; the environment in which planning takes place; the planning responsibilities; the various types of planning tools; the smart objectives; the stages in creating a Gantt chart as well as the work process analysis and process mapping.

During this interactive course, participants will learn the pareto 80/20 principle; avoiding lack of planning, prioritizing, and focus; the common time wasters; the lean value chain and production system; the leadership-management strategy; the strategy and project management processes; the role of project manager as planning agent; the planning responsibilities, planning the project, the types of plans and project scheduling; the project planning by using logic diagram, generating ideas through mind mapping and the visual planning; the project life cycle phases, life cycle phases technical project and project methodology; starting a project; planning the project; the estimation, forecasting techniques and reporting; the organisational structure, culture and planning; the barriers to executing plans; the work management and the characteristics of high-performing teams; building teams, listening skills, creating action plans, continual monitoring and improvement techniques; the PDCA cycle; the human resources management, goal setting and helping others to set goals; the workforce diversity and the top 10 benefits of workplace diversity; and the coaching and feedback, networking and mentoring, effective meetings, time management and stress management techniques.

Course Objectives

After completing the training, the employee will:-

- Apply and gain an in-depth knowledge on planning and prioritization
- Understand the importance and benefits of setting priorities
- Understand and practices anticipating required changes to ways of working and adapts plans accordingly, including how to adopt best practices on effective planning in the Oil Industry
- Understand and have practiced prioritizing one's own workload, on a daily basis, and make the best use of time and resources
- Have practiced using techniques and tools (such as evaluating the pros and cons of delaying one of the priorities, comparing value vs. time to weigh the importance of the tasks etc.) to resolve conflicts related to prioritization
- Be able to plan tasks and set task priorities based on departmental as well as organizational needs
- Have practiced how to use prioritization tools such as urgent/important matrix that enables the effective and efficient use of time
- Understand action priority matrix that enables making the very most of available opportunities
- Understand ansoff Matrix that enables evaluating and prioritizing opportunities by risk
- Discuss key concepts of planning and organizing including the planning tools and benefits of planning
- Identify the drawbacks of planning, the environment in which planning takes place, planning responsibilities and the various types of planning tools
- Recognize smart objectives and illustrate the stages in creating a Gantt chart as well as the work process analysis and process mapping
- Explain pareto 80/20 principle, avoid lack of planning, prioritizing, and focus and common time wasters



- Discuss lean value chain and production system and carryout leadership-management strategy
- Implement strategy and project management processes as well as identify the role of project manager as planning agent
- Recognize planning responsibilities, plan the project, identify the types of plans and apply project scheduling
- Plan the project by using logic diagram, generate ideas through mind mapping and apply visual planning
- Illustrate project life cycle phases, life cycle phases technical project and project methodology
- Start a project, plan the project and apply estimation, forecasting techniques and reporting
- Describe organisational structure, culture and planning
- Identify the barriers to executing plans, apply work management and discuss the characteristics of high-performing teams
- Build teams, carryout listening skills, create action plans and apply continual monitoring and improvement techniques
- Illustrate PDCA cycle as well as apply human resources management, goal setting and helping others to set goals
- Recognize workforce diversity and the top 10 benefits of workplace diversity
- Employ coaching and feedback, networking and mentoring, effective meetings, time management and stress management techniques

Who Should Attend

This course provides an overview of all significant aspects and considerations of planning and prioritization for those who are involved in visioning and strategic thinking at all level of complexity in both technical and non-technical functions in general and for team leaders corporate planning in particular. The course is also beneficial for specialists who need to understand the creative thinking process in an application mode.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.




Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

-  USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Course Contents

- Introduction to Planning & Organizing
- Introduction to Key Concepts
- Planning Tools – Definition
- Benefits of Planning
- Drawbacks of Planning
- Why Planning Matters?
- The Environment in Which Planning Takes Place
- Planning Responsibilities
- Types of Planning Tools
- Smart – Objectives
- Gantt Chart
- Stages in Creating a Gantt Chart
- Work Process Analysis & Process Mapping
- The Pareto 80/20 Principle
- Exercise
- Lack of Planning, Prioritizing, and Focus
- Common Time Wasters
- Game: Time Wasters
- Value Chain
- Lean Value Chain and Production System
- Value Chain, Leadership-Management Strategy
- Linkages Between Value Chain Activities
- Quiz
- Implementing Strategy
- Project Management
- Project Management Processes
- Project Manager as Planning Agent
- Triple Constraints
- Triple Project Constraints
- Role of the Project Manager
- Planning Responsibilities

- Planning the Project
- Types of Plans
- Project Scheduling
- Planning the Project – Logic Diagram
- Mind Maps – Generating Ideas
- Mind Map – Visual Planning
- Exercise
- Project Life Cycle
- Project Life Cycle Phases
- Life Cycle Phases
- Life Cycle Phases Technical Project
- Project Methodology
- 6 Phase Project Life Cycle
- Exercise
- Starting a Project
- Defining
- Project Brief
- Project Charter
- Strategy
- Staffing
- Planning the Project Planning & Control
- Planning the Project Conceptual Planning Model
- Planning the Project – Steps
- Planning the Project – Scope
- Planning the Project – Strategy
- Planning the Project – Estimates
- Activity Estimating
- Forecasting Techniques and Reporting
- Forecasting
- Forecasting – Contingency Plans
- Organisational Structure
- Organisational Culture
- Exercise



- Organisational Structure and Planning
- Barriers to Executing Plans
- Work Management
- Work Teams
- Characteristics of High-Performing Teams
- Building Teams
- Listening Skills are Critical to Effective Teams
- Creating Action Plans
- The Action Plan
- Continual Monitoring and Improvement Techniques
- PDCA Cycle
- Human Resources Management
- Goal Setting & Helping Others to Set Goals
- Quiz
- Workforce Diversity
- Top 10 Benefits of Workplace Diversity
- Exercise
- Coaching and Feedback
- Introduction to Coaching
- Coaching & Other Different Approaches
- Summary of Different Approaches
- Skills & Attributes of an Effective Coach: Listening Skills
- Coaching: Ask the Correct Questions
- Game
- Coaching the Grow Model
- Coaching and Feedback
- Let's Practice
- Coaching: The Role of Feedback
- Coaching: Advantages of Feedback
- Feedback
- Exercise
- Networking
- Networking and Mentoring





- Mentoring
- A Good Mentor
- Difference Between Mentoring & Coaching
- Facilitating Effective Meetings
- Exercise
- Time Management Tips
- How to Achieve A Good Work-Life Balance
- Stress Management Techniques
- Stress Relieve
- Practice
- Quiz

