This workshop is designed to help leaders fine-tune their planning skills. It teaches leaders an eight-step process for developing effective plans and gaining the commitment of people who influence or have a stake in a plan’s success.

**DO YOU FACE ANY OF THESE ISSUES?**
> Do your leaders know how to help people influence events and conditions?
> Are your organization’s plans effective?
> Does your workforce buy into your plans or do they work around them?

**PERFORMANCE OBJECTIVES**

Helps leaders:
> Increase the efficiency of the planning process by using an eight-step process for developing effective plans.

> Gain the commitment of people who can influence a plan’s outcome or who have a stake in its success.

> Work comfortably with the Critical Path—a management technique for sequencing key project tasks and determining when they must be completed to meet the deadline.

**PRIMARY COMPETENCIES DEVELOPED**
> Decision Making
> Planning and Organizing

**SECONDARY COMPETENCY DEVELOPED**
> Gaining Commitment

**CONTINUING EDUCATION UNITS:**
.8 (Duration: 8 hours)

**To Register Call:**
281.542.2061

**Registration Deadline:**
September 16, 2013

**Date:** Sept 26th

**Time:** 8am – 5pm

**Cost:** $250 (Material Incl)

**Location:**
San Jacinto College Central
8060 Spencer Hwy
Pasadena, Texas 77505

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WORKSHOP OVERVIEW

> Overview Process and Personal Characteristics: Learners review the eight-step planning process and how the personal characteristics of objectivity, vision, and initiative affect that process. They next examine techniques to develop and enhance these characteristics.

> Development Objectives: Leaders formulate personal development objectives by reviewing upcoming planning decisions and self-assessment profiles of their effective and ineffective planning behaviors.

> The Planning Process: The Information Base and Plan form is introduced to support the planning process. Learners discuss the steps of the planning process with emphasis on the importance of asking the right questions. Leaders are introduced to the “clarifying” stage.

> Planning Exercise: Leaders skill practice use of the Planning Process.

> Gaining Commitment to Plans: The importance of gaining commitment and deciding when and how to involve others is discussed and modeled on video.

> Developing Your Plan: Small groups develop and present plans using the Information Base and Plan form.

> Critical Path: The purpose and importance of the Critical Path is explained and described. Leaders are introduced to PERT and Gantt charts. They practice using the Critical Path by applying it to the plan they have developed.