

COURSE DESCRIPTION

Mastering strategy and Turning Strategy and Objectives into Action **Duration : 1 to 2 days**

This new program is about getting things done. Be it strategic action, corporate objectives or tasks from appraisal – this practical program will show you how to do it. The program is suited to anyone in a supervisory or management role who need to get work done through others, even if they are not your direct reports. This program will give you tools and techniques to:

- Prioritise strategic requirement using time zoning
- Use the new strategic template to master strategy using a schema template which will standardise approach and save time
- Translate strategic requirement into action objectives
- A way of putting action plans together that will give you results
- You will learn the best method to set clear objectives not SMART or SMARTER which no one uses but the SAT method
- You will be able to use a number of techniques to keep things on track and delivered under budget

Who Should Attend

Anyone who needs to get results through others at any level in the organisation. Those who have to set target at performance appraisal.

Giveaways

Delegates will get an A3 colour copy of the Strategic process map, full manual and a copy of all slides used.

Programme Outline

1. Understanding strategy

- New strategy – new results – getting clarity in approach and decision making
- Timing of strategy and beyond – what's changed
- The process map for strategic planning
- The three (3) component parts of strategy to time zone (first way to prioritise)

2. Getting strategic approval - Putting strategic actions, department actions or projects into action

- Why do we so often – Over spend, deliver thing late or not at all – *discussion*
- Putting a process in place – two (2) key tools to get things done
- How to construct action plans – *group exercise*
- What happens if you don't use a process – *DVD*

3. setting objective and managing costs

- Why SMART objective setting does not work – the reality
- SAT objectives – exactly how to set and measure them
- SAT in action
- A non- finance persons advice on delivering within budget