



MAESTRO
CONSULTANTS

SUCCESSFUL PLANNING, ORGANISING & DELEGATING

COURSE OUTLINE 2025

Contact Us On :

Tel : +971 7 2042072 |

Email: training@maestrouae.net

Website: www.maestrouae.net

TRAINING TITLE

SUCCESSFUL PLANNING, ORGANISING & DELEGATING

VENUE

Dubai, UAE

DURATION

5 Days

DATES

21st-25th Jul 2025

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

TRAINING INTRODUCTION

In today's fast-paced business environment, the ability to plan, organize, and delegate effectively is crucial to success. Whether you're managing a team, leading a project, or coordinating various initiatives within your organization, these three skills are foundational to achieving objectives, driving productivity, and ensuring long-term success.

This 5-day course, "*Successful Planning, Organizing & Delegating*," is designed to equip you with the tools, strategies, and mindset needed to plan strategically, organize resources and teams effectively, and delegate tasks to the right people at the right time. By mastering these key leadership functions, you will be able to streamline processes, avoid common pitfalls, and create a motivated, high-performing team.

TRAINING OBJECTIVES

- ☐ Be able to plan and structure projects and goals that lead to successful outcomes
- ☐ Understand how to organize teams, tasks, and resources to work efficiently and cohesively
- ☐ Gain the confidence to delegate tasks effectively, motivating your team and ensuring accountability

TRAINING AUDIENCE

Managers, team leaders, project managers, department heads, and professionals involved in overseeing teams or projects

TRAINING OUTLINE

Day 1: Introduction to Effective Planning

Objective: Understand the importance of planning and how to structure and prioritize tasks for success.

- The Basics of Planning
 - Why planning is essential to personal and organizational success
 - Understanding the types of planning: strategic, operational, and tactical
 - Setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals
 - Time Management and Prioritization
 - The Eisenhower Matrix: urgent vs. important
 - Prioritizing tasks and projects based on importance and deadlines
 - Overcoming procrastination and avoiding common planning pitfalls
 - Developing a Personal & Team Action Plan
 - Breaking down goals into actionable steps
 - Tools and techniques for planning (e.g., Gantt charts, mind maps, task lists)
 - Creating a weekly and monthly action plan for team projects
-

Day 2: Organizing for Success

Objective: Learn how to structure work environments, teams, and processes for maximum productivity.

- Organizing Tasks, Teams, and Resources

- Organizing teams and individual roles for efficiency
 - Resource allocation and scheduling
 - Organizing digital and physical workspaces for productivity
 - Creating Effective Systems and Processes
 - Streamlining workflows: task dependencies, communication, and tools
 - Delegating tasks within organized systems to optimize efficiency
 - The role of technology in organizing work: tools like project management software, task trackers, etc.
 - Delegating to Maximize Team Potential
 - The importance of clear communication in organizing work
 - Techniques for dividing tasks and assigning responsibilities
 - How to identify and distribute tasks based on team members' strengths
-

Day 3: The Art of Delegating Effectively

Objective: Master the principles of delegating tasks to the right people, ensuring accountability, and empowering your team.

- The Principles of Delegation
 - Why delegation is crucial for leadership and team success
 - The barriers to effective delegation and how to overcome them
 - Trust and accountability: how to delegate without micromanaging
- Identifying What to Delegate and to Whom
 - Deciding which tasks can be delegated vs. tasks that require your direct involvement
 - Understanding team member skills and assigning the right tasks to the right people
 - Ensuring proper delegation through clarity of roles and expectations
- Monitoring and Supporting Delegated Tasks
 - Checking in and providing feedback without undermining autonomy

- Setting up checkpoints and progress reports
 - Motivating the team through constructive feedback and recognition
-

Day 4: Overcoming Delegation Challenges and Maintaining Motivation

Objective: Address common delegation challenges and learn strategies for keeping the team motivated and on track.

- Overcoming Delegation Challenges
 - Handling resistance to delegation from team members
 - Managing delegation overload and preventing burnout
 - Addressing issues with delegation when things go wrong
 - Building Accountability and Trust
 - Developing trust between managers and team members for more effective delegation
 - Encouraging ownership and responsibility for delegated tasks
 - Ensuring follow-through and results
 - Motivating Your Team Through Delegation
 - Aligning delegated tasks with team member strengths and interests
 - Using delegation as a tool for professional growth and development
 - Recognition and reward systems for delegated tasks completed successfully
-

Day 5: Strategic Planning, Organizing & Delegating for Long-Term Success

Objective: Learn how to integrate planning, organizing, and delegating into long-term success strategies for teams and organizations.

- Integrating Planning, Organizing, and Delegating into Leadership
 - Building a leadership framework that incorporates these key skills
 - Aligning team goals with organizational objectives
 - Creating a culture of accountability, efficiency, and empowerment

- Long-Term Strategic Planning and Delegation
 - How to set long-term goals and break them down into actionable tasks
 - Delegating long-term strategic initiatives and monitoring progress
 - Ensuring that teams are equipped and prepared for future challenges
- Continuous Improvement in Planning, Organizing, and Delegating
 - Creating feedback loops to continuously improve planning, organizing, and delegation strategies
 - Using KPIs and performance metrics to evaluate team progress and outcomes
 - The role of leadership in evolving and adapting these practices over time

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations.

The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.