MANAGEMENT

MG15 Essential Planning, Organisation and Delegation

In today's rapidly evolving business landscape, effective planning, organisation, and delegation are paramount for managerial success. This course equips managers with the critical skills needed to excel in these areas. Participants will enhance their strategic thinking, optimise team performance, and streamline operations. It is crafted to strengthen understanding and application of key managerial processes, ensuring that participants leave with practical tools and strategies to drive organisational success. The course blends theoretical knowledge with practical scenarios, fostering a learning environment that encourages innovation and continuous improvement in management practices.

Course Information

Duration: 5 days

London (£4950): 19th January 2026, 13th April 2026, 8th June 2026, 27th July 2026, 21st September 2026, 9th November 2026, 18th January 2027, 12th April 2027, 21st June 2027, 9th August 2027, 4th October 2027, 22nd November 2027, 28th February 2028

Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

Who is the course suitable for?

This course is ideally suited for Supervisors, Line Managers, and newly appointed Managers looking to solidify their managerial capabilities. Participants who are keen to refine their skills in planning, organising, and

delegating tasks will find this course particularly beneficial. It's also tailored for professionals poised for rapid advancement within their organisations. Attendees will learn to harness these essential management skills to lead teams effectively, drive organisational objectives, and navigate the complexities of modern business environments.

Course profile

Mastering Strategic Planning

- Defining strategic roles in planning
- Aligning team goals with organisational objectives
- Identifying and setting realistic and measurable targets
- Prioritising tasks to maximise operational efficiency
- Developing contingency plans to manage risks

Enhancing Time Management

- Assessing and prioritising workloads
- Breaking tasks into manageable actions
- Setting achievable deadlines for project milestones
- Overcoming procrastination through effective techniques
- Utilising time management tools for daily planning

Building and Leading Teams

- Assessing team capabilities and identifying skill gaps
- Structuring effective team meetings
- Developing talent through targeted training initiatives
- Implementing motivational strategies to enhance team performance
- Establishing and maintaining a culture of accountability

Principles of Effective Delegation

- Understanding the delegation process
- Assigning responsibilities to enhance team involvement
- Empowering team members through autonomous roles
- Monitoring delegated tasks without micromanaging
- Providing constructive feedback to promote professional growth

Effects of Team Delegation in the Workplace

- Fostering a trust–based team environment
- Building resilience and cooperation within teams
- Enhancing team cohesion through regular feedback
- Recognising and rewarding team and individual achievements

Competencies

At the end of this course, delegates will be able to:

- Define and align organisational objectives with team goals.
- Prioritise tasks effectively to enhance productivity.
- Assess team capabilities and address skill gaps.
- Delegate tasks strategically to empower team members and enhance involvement.
- Utilise feedback to improve team performance and cohesion.
- Implement effective time management strategies to meet deadlines.
- Foster a supportive and accountable team environment.
- Drive continuous improvement and adapt to organisational changes effectively.

Course Booking

Call us: +44 (0) 207 724 6007

Email us: training@lmcuk.com

www.lmcuk.com

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