

Rightrack ... a little bit of magic

Planning Skills
a bespoke programme



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Introduction

This is a bespoke programme that can include business objectives, forecasting techniques and planning measurements.

Approach

A bespoke training programme is researched, designed and delivered specifically for your needs.

We have a highly developed, sophisticated yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation**
Our training specialists work with you to research the key areas that will impact the programme design and agree project objectives
- **Step 2: Confirmation of Project Activity**
Key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content**
Our project team prepare the programme in-line with the above steps. The content is highly specific to your organisation and the initiatives that are key to the success of your business
- **Step 4: Implementation of Training Programme**
The programme is implemented in-line with the agreed rollout plan
- **Step 5: Project Evaluation**
The project is evaluated throughout its implementation against key measures decided upon during Step 1



Case Study

Below is an example of a programme we have designed for a client:

The Strategic Planning Framework

- Understanding strategic planning architecture model and its implications
- Understanding the relationship between strategic, operational and time management planning
- Understanding the company's planning system and methodology
- Creating critical success factors
- Creating values and cultural expectations for the business

Balanced Scorecard Methodology – An Introduction

- An introduction to the four quadrants of the balanced scorecard
- Applying the balanced scorecard within the business

Forecasting Techniques

- Understanding and applying the typical forecasting techniques and their application with the business/business unit

Key Result Areas

- Identifying Key Result Areas (KRAs)
- Using KRAs within the business

Planning and Critical Path

- The impact and importance of planning
- Critical path methodology and how to apply it



Personal Planning Styles and Characteristics

- Personal planning styles and characteristics
- Overcoming personal and organisational planning blockers
- Responsibility and accounting in planning

The Planning Process

- Developing complex or simple effective plans
- Information management to support simple or complex project plans

Setting Business Objectives

- Understanding and using objectives
- Using personal objectives to support those of the business
- Performance planning

Creating Partnerships in Planning

- Techniques for creating partnerships in planning
- The six fundamental relationship skills

Planning Measurement

- Tracking and measuring plans – The 'Whats'
- Applying the tracking and measurements within the business



Programme Options

This is an in-company programme with the following options:

Available Packages:	Bespoke - We research, design and deliver the programme specifically for your needs
Duration:	Bespoke
Materials:	Folder, workbook, handouts, pen and certificate of attendance
Support:	<p>Research - Pre-programme research visit or telephone discussion</p> <p>Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p>Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p>Righttrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p>
Dates & Location:	To suit you
Delegates:	Bespoke
Style:	Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change
Learning Methods:	We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning

