



## Successful Planning, Organising & Delegating

Enhance Planning Skills, Manage Resources  
and Improve Work Behaviors

23 - 27 Sep 2019, London

08 - 12 Dec 2019, Dubai

21 - 25 Sep 2020, London

20 - 24 Dec 2020, Dubai





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## Training Course Overview

Nobody plans to fail, they only fail to plan. This training course identifies the importance of planning and how the most successful organisations are able to achieve high performance outcomes. Good planning is an essential skill for all professionals and can be readily be applied to any complex and ever-changing environment in which all of today's organisations are having to operate. The content addresses issues such as the impact of change on strategic planning and how to manage risks. Furthermore, it helps delegates to explore the impact of individual management behaviours on both developing and implementing plans and to understand themselves better.

## Training Course Objectives

**By attending this COPEX training course, you should achieve these goals:**

- Understand the importance of strategic thinking and its application
- Develop objectives aligned to organisational vision & mission
- Set priorities, identify risks and prepare business plans
- Develop the ability to delegate and empower effectively
- Understand different team leadership styles and their impact



## Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- How strategic thinking affects the planning process
- Setting goals and achieving them successfully
- The planning process
- Problem solving and developing options
- Identifying and addressing risks
- Organizing resources including time and people
- Understanding to process of prioritization
- Developing management skills: delegation and assigning work
- Managing performance issues
- Leading teams to deliver results

## Designed For

The training course is designed for anyone who desires to learn or refresh their planning skills in order to optimise their goals and achieve a greater sense of accomplishment and to those who desires to cultivate and incorporate best values in their work commitments. For example:

- Team members
- Supervisors seeking to developing good planning techniques
- Managers looking to achieve their full potential
- Management wishing to organize themselves and developing others
- Professionals who would want a refresher in planning techniques

### THE CERTIFICATE

- Copex Certificate of Attendance will be provided to delegates who attend and complete the course



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Date	Venue	Fees (USD)
23 - 27 Sep 2019	London, UK	\$5,950
08 - 12 Dec 2019	Dubai, UAE	\$5,950
21 - 25 Sep 2020	London, UK	\$5,950
20 - 24 Dec 2020	Dubai, UAE	\$5,950

*This fee is inclusive of Documentation, Lunch and Refreshments and maybe subjected to 5% VAT.*

## REGISTRATION DETAILS (PLEASE USE BLOCK CAPITALS)

Salutation:                      First Name:                      Last Name:  
Designation:                      Company:  
Tel No.:                      Mobile No.:                      Fax:                      E-Mail:  
Mailing Address:  
City:                      Country:                      Zip Code:

## AUTHORISATION (AUTHORISED BY)

Salutation:                      First Name:                      Last Name:  
Designation:                      Company:  
Tel No.:                      Mobile No.:                      Fax:                      E-Mail:  
Mailing Address:  
City:                      Country:                      Zip Code:

## MODES OF PAYMENT

Please Invoice My Company

Please Invoice Me

Cheque Payable To Copex

### Hotel Accommodation

Hotel accommodation is not included in the Registration Fee. Special rates and limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

### Cancellations & Substitutions

Cancellation must be made in writing 2 weeks prior to the commencement of the course. A service charge of US\$ 250 will be applicable. Thereafter, full payment is required, but a substitute delegate is welcome at no extra charge.

# copex

Your Strategic Partner in Talent Development

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