



## **PRIORITY PLANNING-LEARNING TO THINK STRATEGICALLY TO FOCUS AND ACHIEVE YOUR GOALS**

### **The Priority Planning Detailed Synopsis**

The Priority Planning workshop is designed to help you develop the knowledge and the skills required to maximize your performance and productivity at work. At the end of the workshop, you will be better able to choose the right task, use the right tools and apply the right process to achieve great results.

The four major workshop goals will show you how to:

- **Surface and select appropriate *key result areas and strategies* to get results**
- **Identify high-performance goals and turn them into action plans**
- **Utilize an effective meeting process to gain commitment of others**
- **Develop the knowledge and skills to choose the best tools and processes to get results**

#### **Unit 1 Workshop Goals:**

Introduces you to the program materials, processes, tools and goals. Core competencies are highlighted for each unit and workshop exercises are designed to apply best practice behaviours.

#### **Unit 2 Self-Assessment:**

Provides an opportunity to surface challenges both at work and at home and examines your current skill level to meet them. Results are plotted onto the WorkSkills Matrix.

#### **Unit 3 The Productivity Formula:**

Emphasizes that while task achievement is a top priority, the processes and tools you choose are critical to the accomplishment of your desired results.

#### **Unit 4 Define Your Purpose:**

Identifies and clarifies the key organizational strategies and aligns specific tasks and activities that support their achievement. You select a key strategy for application of the Priority Planning process.

Core Competencies: Independence, Innovation, Conceptual Thinking

Behaviours: Confidence, Balance, Focus

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A Better Way To Work



#### **Unit 5 Establish Your Goals:**

Examines the decide-do-deliver model of work. You will learn how to develop a strategic goal to enhance performance within your chosen key strategy, and gain commitment from others with a process for team decision-making.

Core Competencies: Strategic Thinking, Flexibility, Results Orientation

Behaviours: Goal Setting, Decision Making, Planning

#### **Unit 6 Turn Intentions Into Actions:**

Focuses attention on the process and tools to make things happen back on the job. You learn the importance of action planning with a proven small project management process.

Core Competencies: Thoroughness, Efficiency, Concern for Impact

Behaviours: Project Planning, Delegation

#### **Unit 7 Deliver the Results:**

Emphasizes the needs for good communication, including influencing.

The meeting process is reviewed and you learn the skills necessary to better coordinate the commitments of others.

Core Competencies: Influencing, Persuasion, Initiative

Behaviours: Communication, Meeting Planning, Teamwork

#### **Unit 8 Learn From Experience:**

Develops a specific process to highlight what we have learned in order to evaluate the experience of proper planning and to continuously improve the process.

Core Competencies: Ability to Learn, Self-Development, Flexibility

Behaviours: Continuous Improvement, Self-Appraisal, Coaching

#### **Unit 9 Team/Company Assessment:**

Re-visiting the WorkSkills Matrix™ in order to assess your team's specific challenges and skills related to the Priority Planning process.

#### **Unit 10 Learning Transfer - Back On The Job:**

Summarizes the workshop highlights and provides a simple transfer of the action plan back to the workplace.

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