



Consulting and Training | Reach New Heights

Course Name

Planning for Reliable Results Prepare Better. Deliver Faster

Sector Name

Interpersonal Skills and Self Development

Document Type

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Course Introduction

Planning is not about creating complex documents or long-term strategies—it is about thinking ahead, organizing work, and preparing for execution. Many workplace challenges arise not from lack of effort but from weak planning that leads to confusion, delays, and wasted resources.

Developed by **Boost**, this course presents planning as a practical workplace skill that supports clarity, efficiency, and successful execution. The program equips participants with simple, structured planning approaches that can be applied directly to daily tasks, short-term goals, and work responsibilities.

Boost's Planning course helps professionals move from reactive work to organized, intentional execution.

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Target Audience

- ✓ Entry to Mid-level professionals
- ✓ Administrative and operational staff
- ✓ Supervisors and coordinators
- ✓ Team members responsible for organizing work
- ✓ Employees seeking a better work structure

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Learning Objectives

- ✓ Understand the role of planning in work performance
- ✓ Apply practical planning techniques to daily work
- ✓ Break objectives into manageable plans
- ✓ Anticipate challenges and prepare solutions
- ✓ Aligning plans with available resources and constraints
- ✓ Improve execution through better preparation

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Course Outline

✓ DAY 01

Understanding Planning at Work

Module 1: What Planning Really Means

- ✓ Planning vs. reacting
- ✓ Why plans fail in the workplace
- ✓ Planning as a success enabler

Module 2: Types of Workplace Planning

- ✓ Daily, weekly, and short-term planning
- ✓ Individual vs. team planning
- ✓ Choosing the right planning level

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Course Outline

✓ Day 02

Building Clear and Practical Plans

Module 3: Defining Objectives and Outcomes

- ✓ Setting clear and realistic objectives
- ✓ Outcome-focused planning
- ✓ Avoiding vague plans

Module 4: Breaking Work into Actionable Steps

- ✓ Turning goals into actions
- ✓ Sequencing steps logically
- ✓ Avoiding over-planning

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Course Outline

✓ Day 03

Planning with Constraints in Mind

Module 5: Resource and Time Awareness

- ✓ Planning within available resources
- ✓ Understanding limits and constraints
- ✓ Adjusting plans realistically

Module 6: Anticipating Risks and Challenges

- ✓ Identifying potential obstacles
- ✓ Preparing alternatives
- ✓ Building flexibility into plans

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Course Outline

✓ Day 04

Aligning and Coordinating Plans

Module 7: Coordinating Plans with Others

- ✓ Aligning individual and team plans
- ✓ Managing dependencies
- ✓ Avoiding planning conflicts

Module 8: Communicating Plans Clearly

- ✓ Sharing plans effectively
- ✓ Setting expectations
- ✓ Ensuring understanding and buy-in

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Course Outline

✓ Day 05

Executing and Improving Plans

Module 9: Monitoring and Adjusting Plans

- ✓ Tracking plan progress
- ✓ Adapting to changes
- ✓ Keeping plans relevant

Module 10: Developing a Planning Mindset

- ✓ Building consistent planning habits
- ✓ Learning from planning outcomes
- ✓ Continuous improvement in planning

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 9, 2027	Aug. 13, 2027	5 days	4250.00 \$	UAE , Dubai
Nov. 8, 2026	Nov. 12, 2026	5 days	4250.00 \$	KSA , Riyadh
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 \$	USA , Los Angeles
April 19, 2027	April 23, 2027	5 days	2150.00 \$	Virtual , Online

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