

## Planning Your Work Series

These topics impart to the learner the need for vision setting, planning and getting worker commitment. The Vignettes explain that a plan merely reflects what leaders, managers and workers have committed to deliver. Plans must be changed as circumstances demands and that budgets are benchmarks, which must always be dictated by the vision of the organization.

### **Vision and Planning in Rapidly Changing Times**

Defines the differences between vision setting and planning. Explains why in recent years there has been a shift in organizations to embrace the tenets of leadership and de-emphasize the rigidity of plans, budgets and financial controls.

### **What is Planning?**

Explains the four key questions in planning. Though many leaders and managers detest planning, planning is one of the most important function, and probably the most difficult management task.

### **Applications of Planning**

Illustrates how the four steps in planning work in practical setting. Explains why planning is essential otherwise an organization is like a ship without a destination.

### **Setting Policies in Planning**

This Vignette explains the role of policies, systems and methods. Defines time frames and how short-range and long-range plans and actions must be integrated, otherwise, the leader and manager is wasting time.

### **Who Set Goals: People or the Organizations?**

Frequently there is a disagreement on who sets goals. Do people set goals or do organizations set goals? This Vignette shows

that although organizations suggest or require some form of results, it is people that set goals, evaluate problems, makes decisions and takes action.

### **Participation in Planning**

Considers the steps that leaders, managers and supervisors need to do to encourage commitment to plans. The leader and manager need to coordinate with everyone involve and those who have a stake in the outcome of the plans.

### **How to Get Your Team Committed**

Since workers do most of the job and are expected to deliver results, leaders, managers and supervisors must allow them to have some say on how things need to be done.

