

6

**PLANNING, ORGANISING,
LEADING, CONTROLLING****Duration: 2 days****Workshop Purpose**

The four functions of Management operate as a process where each step builds on the preceding one. Managers must first plan, then organise according to that plan, lead others to work towards the plan, and finally evaluate the effectiveness of the plan. These four functions must be performed properly and, when done well, become the reason for team and organisational success.

Competency Outputs

Planning and decision making i.e. defining goals and objectives, including:

- Organising, i.e. translating plans into reality through action plans.
- Leading, i.e. communicating with and motivating others to perform the tasks necessary to achieve organisational goals.
- Controlling, i.e. the process of consciously monitoring performance and taking corrective action.

Methodology

- Case study
- Group and individual exercises
- Application project to ensure transfer from workshop to workplace