

# Planning and Allocating Work

## Online Distance Learning Course



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Interested in studying one of our management development courses? This short, auto-marked programme will build your knowledge of the core skills needed to plan projects and to monitor and manage performance.

## KEY FEATURES

- Fully online
- Study from anywhere, at any time
- Perfect for an introduction to a subject or a subject refresher
- Great addition to your CV
- Receive an e-certificate upon completion
- Nationally recognised
- Official CPD certified course

Course Length 	4 hours
Learning Method(s)	Online learning materials with online assessment

### Section 1: Project planning and performance monitoring

In this section, you will learn about setting SMART objectives for your team to achieve its targets, action planning and how to monitor a planned activity.

### Section 2: Allocating work

This section covers how to identify the resources that are needed to complete a planned activity and how to assess and support team performance in achieving objectives.

### Section 3: Managing team performance

You will learn how to identify possible causes of variance and actions to overcome them, as well as how to identify ways to improve performance to meet objectives.