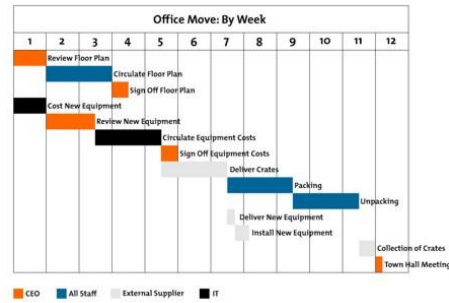


Planning and Scheduling Planning and Scheduling- 08022016.docx

Planning



Gantt Chart

Time management

- 80/20 Rule
-



Financial literacy

- Become a critical consumer
 - Risk management
- Income
- Money management
 - Planning, saving and investing

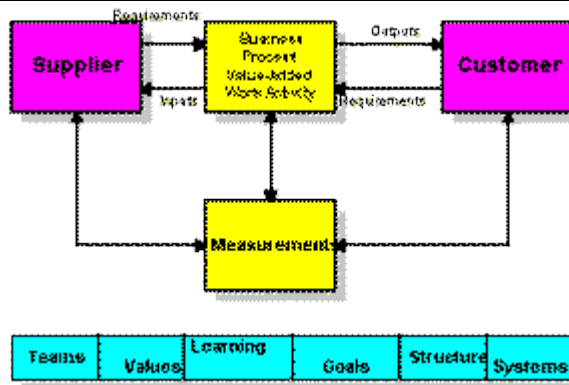
The 5 Financial Awareness Counseling topics are...



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Measurements/ Feedback

- Fixing problems
- Iteration
- Assessing



Quality systems

- Continuous Improvement
- Error reduction
- Customer management
- Right culture
- Trained workforce



Negotiating Skills

To provide you with the skills to plan & implement successful negotiation

At the end of the course you will appreciate how to:

- Establish objectives to be achieved by negotiation.
- Identify a range of outcomes from the desired ideal to the ultimate acceptable fall back position.
- Use interpersonal skills to influence others in both informal and formal situations to achieve your objectives.



Negotiation

“The art of letting the other side have it your way”

Negotiation

Decision making



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Agenda ... Mike Hammer

1.	Make your-self easy to do business with.
2.	Add more value for your customers.
3.	Obsess about your processes.
4.	Turn creative work into process work.
5.	Use measurement for improving, not accounting.
6.	Loosen up your organizational structure.
7.	Sell through, not to, your distribution channels.
8.	Push past your boundaries in pursuit of efficiency.
9.	Lose your identity in an extended enterprise.

