

## Managing for Efficiency and Effectiveness

### INTRODUCTION

This two day course helps individuals to develop understanding and ability to manage efficiently and effectively within the workplace. This course will allow delegates to assess how own organisation translates vision, mission and strategic goals into operational objectives. The tasks involved will help individuals evaluate their own ability to manage effectively & efficiently and make recommendations for improvement.

### COURSE OBJECTIVES

- By the end of the course, delegates will:
- Be able to assess the organisations ability to manage efficiently and effectively to achieve targets and objectives
- Be able to evaluate own ability to manage efficiently and effectively

**COURSE DURATION:** 2 Day Course

Equivalent to ILM Level 5 unit  
Value of 4 Credits



### COURSE CONTENTS

Nature, purpose and importance of vision and mission in setting values and strategic direction

Setting SMART objectives

Definitions of and conflicts between effectiveness and efficiency

Setting priorities

Principles of delegation to achieve overall objectives

Control mechanisms to monitor outcomes and ensure achievement of objectives

Feedback to critically evaluate performance

Measureable organisational, team and individual objectives

Time Management

Efficiency and Effectiveness Matrix

Monitoring and Control Techniques

#### Personal Development Action Plan

*Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered*

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