

# Course Description

## Planning and Evaluating AMS298

### Overview

Planning and evaluation are two of the most important functions relative to professional efficiency and accountability. This program will highlight the best practice associated with good planning, task prioritization and measurement of your daily activities and deliverables. Attendees will take away skills that will be immediately applicable to their jobs and will be able to better manage their personal work as well as others more effectively. Finally the attendees will also understand how evaluation of performance within various work environments can be accomplished via a standardized method.



### Learning Objectives

- Understand the planning process and associated best practice skills
- Review various methods to capture schedules and manage tasks
- Understand how to measure personal and team performance
- Learn how to provide feedback and constructive criticism

### Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical but intense and designed to impart usable skills for each participant.

### Delivery Options

### Duration

1 day

### Who Should Attend

Managers, team leads and team members seeking a better understanding of personal and team planning and evaluation best practice.