1. Course Details:

Course Code : SFMM-005
Course Title : Modern Techniques of Planning and Follow-up Management
Course Duration : 5 Days

2. Course Overview:

- Course for anyone who wants to acquire managerial skills, recognizing the art of planning in institutions and follow up their work in scientific way.Preparing plans not an easy task that can be done at any time under any circumstances , but it's a hard mental work that requires great efforts from the responsible for plans and knowledge of many aspects of the problem , which is to be reached , and work for providing of material and human resources in order to make the plan.

3. Learning Outcomes:

- Recognizing the concept. importance and stages of planning in order to achieve the objectives of the work
- Informing participants to the scientific methods of the stages of innovation in the preparation of the work plan and following – up system
- Informing participants with the importance of the procedures for the implementation of the plan and corrective
- Informing participants how to develop a system for effective evaluation of their organizations

4. Course Contents:

- The scientific framework of the managerial process and the importance of planning
- The concept of planning and following up and its importance
- Planning specifications in local work system
- Creative methods in the preparation of work plans
- Methods of gathering and analyzing of necessary information to develop
- plans and commitment of the workers in the work plans
- Methods of formulating the objectives of the work plan from the study of the current situation
- Evaluation Department and its role in the success of the work of organizations and the development of individuals
- Integration of administrative evaluation
- Evaluation and its relationship to strategic plans
- Evaluation environment and the role of senior management

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Managers of commercial and industries companies
- Chiefs of the Management Section
- All employees in advanced leadership departments