



An engaging learning experience



# Plan Pro™

## Planning & Organization Simulation

Batch 1: Tuesday 17/ 10 / 2017

Batch 2: Tuesday 28/ 11 / 2017



## Program overview

Plan Pro's ideology is based on 4 main pillars of thought & implementation that govern the simulation's practicality from start to end and are considered the foundation of its existence as an innovative theory of practice.

**Planning:** as known is the process of assessing goals and creating realistic, detailed action plan to be implemented, which is a main benchmark for organizations to strive and for you to succeed through the simulation

**Organizing:** developing clear structure and allocating your resources righteously across your business and across your simulation life line as you promote from one phase to the other

**Energy:** one of the everlasting issues that many entities do struggle with their staff upon and it sure is one of the aspects of breaking or making a successful business story; in fact it's the main story of the simulation whether your energy pushes you up or drags you down

**People Management:** wouldn't be easy if everyone you managed were hard working, collaborative, and had a great attitude and exceptional talent. But that's not the case and your role is to capitalize on what your team's competencies are to get the best out of them. Let's get to learn more about styles and types that would lead to people effectiveness



**Plan Pro** simulation will cover the various strategies that managers do need to overcome planning & organizing infamous pitfalls. Participants will be given a skill set that include strategizing, planning & organization tools, dealing with crisis & employee performance problems and last but not least how to regulate our energy flow across our daily professional routine.



## Plan Pro™ Board Simulation

Plan Pro Simulation is an open invitation for managers and leaders to start a journey into the ocean of effective management and implementation where we simulate the pitfalls and winnings of a growing business with all its planning necessities and rapid decisions. The simulation follows a smooth pattern



discussing 4 main pillars of thought that every decision maker ponders upon in the business environment. Our method gets people into a knowledge competition that leads them back into their professional life with not only theoretical understanding but with the will to practically implement.

**In our experience the simulation focus will usually be on these three areas:**

- ✓ Improving the level of factual knowledge & understanding of planning & organizing concepts in the business realm
- ✓ Improving the level of knowledge and understanding of individuals and how they interact with others on personal & professional levels
- ✓ Improving the process through which individuals interact as a group to achieve a shared outcome

**Targeted Simulation Objectives:**

- ✓ Understanding the main quadrants of managing one's work vs. the business needs
- ✓ Organizing and strategizing your project and your team
- ✓ Understanding the psychological & biological effects of planning
- ✓ Handling risks and misfits in a dynamic sequence
- ✓ Managing workflow and team's performance
- ✓ Planning & forecasting on short term & long term basis
- ✓ Utilizing available resources appropriately and effectively



**Program's Functional Skills & Knowledge**

Element	Threshold	Differentiating
<b>Cognitive Thinking:</b>	S: Basic Communication	S: Effective Communication
	K: Interpersonal Awareness	K: Negotiation & Interpersonal Empowerment
<b>Planning &amp; Organizing</b>	S: Prioritizing	S: Strategic Analysis
	K: Self-Management	K: Multi-Factorial Management
<b>Motivation:</b>	S: Enthusiasm & Factors of motivation	S: Inspiration
	K: Introvert & Extrovert	K: Building Motivation
<b>Vision &amp; Purpose:</b>	S: Identifying a Purpose	S: Setting Purpose Statements
	K: Goal Setting	K: Vision Based Plan



## Program's Targeted Behavior Indicators

	Behavioral Indicator	Learner	Advanced	Expert
1	Adaptability	Learning how to cope with change and accept external factors	Coping and using the external factors for their benefit	Adaptability is the regular behavior and helps others to adapt
2	Pressure Bearing	Ability to react positively to different situations and understand its consequences.	Ability to react to situations and utilize through planning & organizing methods to outcome positively.	Leading through solving problematic situations using effective techniques of strategic planning.
3	Energy Level	Understanding the techniques used for enthusiasm and positive attitude in professional and personal parameters	Being able to know the many style of motivation (Intrinsic & extrinsic) and how to be able to utilize them	Using motivation, a person can be an asset to self and others through many acquired techniques.
4	Complexity	Manages own time and workload effectively, Recording information in a systematic way. Gets planned work done within daily deadlines. Also, Adapts to unexpected changes in circumstances	Plans time effectively developing clear & realistic plans. Following up on actions when required Co-ordinates and organizes others	Integrates and prioritizes plans in line with strong understanding of goals and objectives. Plans capacity and schedules work effectively with both a long term view using milestones to monitor success. Actively plans to improve service translating strategic goals into clear working/functional plans .
5	Co-operation	Identifying cooperation factors and how to acquire it between peers & others.	Building forms and understanding the needs of others respectively with their way of thinking and perception in the workplace.	Embodying the method and being a role model for cooperation by helping others and possibly peers in your organization.





## Who Should Attend

- ✕ Junior of Fresh Employees in any sector, Government /Private
- ✕ Tellers , Costumer Service , Reception ,New Employees



## Program Duration

The program will be offered 2 times for the 4th Quarter of 2017, each month 1 day for different batch

**Batch 1: Tuesday 17/ 10 / 2017**

**Batch 2: Tuesday 28/ 11 / 2017**



Select the batch that suits you

It is 1 full day program

8:00 A.M - 5:00 P.M.

Including breakfast, Lunch & Refreshment all the day



## Trainers

Pool of qualified trainers who are experts in the simulation programs and certified from the international organizations in this field, mainly all the trainers for these programs are from outside Kuwait, based in Dubai, all Arabs and bi-lingual



## Fees

KIBS Training Program Fees                      150/- KD



## Venue:

Jumirah Messilah Hotel – Kuwait





## استعراض البرنامج

يقوم منهج **Plan Pro** على أربعة عماد رئيسية من الفكر والتطبيق تتحكم في التطبيق العملي للمحاكاة من البداية حتى النهاية وتعتبر أساس التنظيم الابتكاري الذي يخدم هذا التطبيق.



**التخطيط (Planning):** هو عملية تقييم الأهداف خلق خطة عمل تفصيلية وممكنة ليتم تطبيقها؛ وهي المقياس الرئيسي الذي على أساسه تنمو المنظمة وبه تتمكن أنت من اجتياز المحاكاة بنجاح.

**التنظيم (Organizing):** هو عملية تطوير هيكل واضح وتخصيص مواردك بشكل سليم داخل مشروعك وبامتداد خط حياتك داخل المحاكاة بينما ترتقي من مرحلة إلى أخرى.

**الطاقة (Energy):** وهي واحدة من القضايا التي لطالما أرقت مؤسسات عديدة في صراع مع موظفيها بشأنها، ومن الأكيد أنها واحدة من العوامل المهمة في إتمام قصة مشروع ناجح أو القضاء عليها ميكراً؛ وفي الحقيقة تعتبر القصة الحقيقية في المحاكاة هي إذا ما كانت طاقتك تدفعك نحو الأعلى أو تثقل كاهلك وتجرك نحو الأسفل.

**إدارة الأشخاص (People Management):** بالطبع ستكون الحياة أسهل بكثير لو كان جميع من يعملون تحت إدارتك مجتهدين ومتعاونين ويتمتعون بالتطلع والاهتمام وموهبة استثنائية. لكن هذا بعيد كل البعد عن الواقع، ودورك الحقيقي هو التركيز على ما هي إمكانيات أفراد فريقك لك تتمكن من تحقيق أفضل ما يمكنك بواسطتهم.

وفيما يلي نتعرف أكثر على أساليب وأنواع الإدارة التي تقود إلى فعالية الأفراد:

ستعمل محاكاة **Plan Pro** على تناول الاستراتيجيات المختلفة التي يحتاجها المشاركون لتجاوز صعوبات التخطيط والتنظيم. سيحصل المشاركون على سلة مهارات تتضمن أدوات وضع الاستراتيجيات والتخطيط والتنظيم ومهارات التعامل مع الأزمات ومشاكل أداء الموظفين بالإضافة لكيفية تنظيم تدفق الطاقة عبر جميع جوانب العمليات المهنية اليومية.

## نموذج محاكاة **Plan Pro™**

إن محاكاة **Plan Pro** دعوة مفتوحة للمشاركين كي يبحروا في محيط الإدارة الفعالة والتنفيذ الناجح؛ حيث نعمل على محاكاة المصاعب والنجاحات التي تواجهها المشاريع أثناء نموها بكل ما يتطلبه ذلك من ضروريات التخطيط وقرارات سريعة. تسير المحاكاة على نمط سلس يتناول أربعة عماد رئيسية للتفكير يعتمد عليها كل صانع قرارات في بيئة الأعمال. وبهذه الطريقة نضع المشاركين في مناقسة معرفية تقودهم للنظر في مشوارهم المهني باستخدام الفهم النظري بجانب الرغبة في التطبيق العملي.

### تركز المحاكاة في الخبرة التي نقدمها على المحاور الثلاثة التالية دائماً:

- ✗ تحسين مستوى الفهم والمعرفة التطبيقية بمفاهيم التخطيط والتنظيم في عالم الأعمال
- ✗ رفع مستوى معرفة واستيعاب الأفراد وتحسين طريقة التفاعل بينهم على المستويين الشخصي والمهني
- ✗ تحسين طريقة تفاعل الأفراد معاً كفريق في عملهم على تحقيق مخرجات مشتركة.



### الأهداف التي تسعى إليها المحاكاة

- ✗ فهم الجوانب الرئيسية لإدارة عملك في مقابل احتياجات المشروع
- ✗ تنظيم ووضع الاستراتيجيات لفريقك ومشروعك
- ✗ فهم الآثار النفسية والبيولوجية للتخطيط
- ✗ التعامل مع المخاطر والاختلالات بنمط ديناميكي
- ✗ إدارة سير العمل وأداء الفريق
- ✗ التخطيط والتنبؤ على المدى القصير والطويل
- ✗ استغلال الموارد المتاحة بشكل ملائم وفعال

### المعارف والمهارات الوظيفية في البرنامج



Element	Threshold	Differentiating
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	K: Goal Setting	K: Vision Based plan







## المؤشرات السلوكية المستهدفة عبر البرنامج

	Behavioral Indicator	Learner	Advanced	Expert
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