MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

PLAN & ORGANISE WORK

“Plan with Purpose. Organize with Precision. Deliver with Confidence.”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► **Available delivery methods:** In-House Training

Introduction

\"Plan & Organise Work\" is a competency-based course designed to help individuals develop the ability to effectively manage workload, set priorities, allocate resources, and coordinate with team members. Whether on a construction site, in an industrial setting, or within a project office, this skill ensures efficient workflow, reduced downtime, and improved team coordination.

Objectives

By the end of the course, participants will be able to:

- Interpret work requirements, instructions, and schedules
- Develop structured work plans aligned with goals and timelines
- Identify required resources and allocate them effectively
- Monitor progress and adjust plans to meet deadlines
- Communicate work priorities with team members and stakeholders

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Why Attend

Poor planning leads to project delays, safety risks, and cost overruns. This course equips participants with the discipline and structure to manage tasks proactively and adaptively—ensuring smooth execution and team productivity.

Target Audience

- Frontline workers and supervisors
- Project team members
- Site foremen and crew leaders
- Maintenance and logistics personnel
- Admin and planning officers

Individual Benefits

- Learn proven methods for planning and prioritization
- Improve efficiency and reduce operational stress
- Enhance your value as a reliable, organized team member
- Increase employability across industries

Organizational Benefits

- Improve team performance and resource utilization
- Enhance communication and workflow alignment
- Reduce delays and rework through better planning
- Foster a proactive and accountable workplace culture

Instructional Methodology

- Interactive classroom instruction
- Work planning simulations
- Task scheduling exercises
- Group collaboration activities
- Real-world case studies and role-play scenarios

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Course Outline

5-DAY DETAILED COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM

Daily Format: 3–4 Learning Modules | ☕ Coffee Breaks: 09:30 & 11:15 | ◫ Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Planning & Organizational Concepts

Module 1: Understanding Job Roles and Task Requirements (07:30 – 09:30)

Module 2: Setting Work Objectives and Priorities (09:45 – 11:15)

Module 3: Interpreting Work Instructions and Schedules (11:30 – 01:00)

Module 4: Introduction to Time and Resource Management (02:00 – 03:30)

Day 2: Work Planning Tools and Techniques

Module 1: Task Breakdown and Sequencing Techniques (07:30 – 09:30)

Module 2: Gantt Charts, To-Do Lists, and Kanban Boards (09:45 – 11:15)

Module 3: Identifying Dependencies and Critical Paths (11:30 – 01:00)

Module 4: Hands-On Planning Workshop (02:00 – 03:30)

Day 3: Allocating Resources and Team Coordination

Module 1: Human, Material, and Time Resource Planning (07:30 – 09:30)

Module 2: Delegation, Responsibility, and Accountability (09:45 – 11:15)

Module 3: Coordinating with Team Members and Stakeholders (11:30 – 01:00)

Module 4: Communication Techniques for Workflow Alignment (02:00 – 03:30)

Day 4: Monitoring Progress and Making Adjustments

Module 1: Tracking Tools and Status Indicators (07:30 – 09:30)

Module 2: Handling Delays and Disruptions (09:45 – 11:15)

Module 3: Reviewing and Updating Work Plans (11:30 – 01:00)

Module 4: Simulated Team Task Management Exercise (02:00 – 03:30)

Day 5: Assessment & Performance Optimization

Module 1: Recap of Planning Concepts and Principles (07:30 – 09:30)

Module 2: Individual and Group Practical Assessment (09:45 – 11:15)

Module 3: Feedback Session and Performance Reflection (11:30 – 01:00)

Module 4: Final Review, Certification, and Course Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Competency – Plan & Organise Work** upon successful completion of both practical and theoretical assessments.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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