

Objective Setting and Organisation of Work



Course Name: Objective Setting and Organisation of Work



2 Hours



Certificate of Completion



CPD Credits: 2

Gain insights into setting objectives for your lab and how to effectively plan, delegate and supervise work.

This course looks at the principles and considerations for objective setting and organisation of work. You'll learn about setting a good plan for your team, delegating clear responsibilities and effectively supervising these roles to ensure your team feels competent and empowered. *Included in the Lab Management Online course.*

MODULE DESCRIPTION:

Objective Setting and Organisation of Work - Planning: This module expands on the various objectives, functions and critical success factors to ensure effective planning.

Objective Setting and Organisation of Work - Delegation: It defines what delegation is and how to implement a successful delegation plan.

Objective Setting and Organisation of Work - Supervision: It will assist you to understand the different tools for effectively supervising your team.

OUTCOMES:

You'll understand:

- ✓ Objectives that are:
 - Achievable
 - Clear
 - Ambitious
- ✓ Key management functions of:
 - Planning
 - Organising
- ✓ Critical success factors that affect the work plan
- ✓ What the elements of delegation are
- ✓ How to set, report and follow up on a delegation plan
- ✓ The different tools for effectively supervising your team
- ✓ The principles of supervision