

PLANNING FOR EXECUTION

Strategies for taking control of your work
and getting the results that you want.

COURSE CONTENT

Planning and knowing your outcome is essential in business and life. Planning when used effectively becomes a powerful tool in making desired results a reality. Planning for Execution is a process that most overlook, fewer are ever taught it in an effective way, and still fewer understand the real benefits of.

In this training seminar Benson & Company will show you (and your colleagues) how to develop the skills that place effective plans in your control to maximise results. You will know where the process fits within a much more important strategic context. You will have access to (and know how to operate) the additional planning tools that the most successful people use. You will also know how to reach good decisions rapidly, change your mind slowly and be right most of the time.

Just Some of the Key Elements:

- **How do you find out what really matters to you?** How do you discover the strength of your key drives? How do you apply your key drives to maximise that strength? Why do you need to establish the alignment between your greatest strengths and your objectives?
- **Pinpoint the areas in your job and life where you can make the biggest difference.** How do you achieve focussed laser like thinking and action? Why should you apply that focus to the areas that you have pinpointed? What is the result?
- **Wipe out negative behaviours that hold you back.** John Greenleaf Whittier was right when he wrote "For all sad words of tongue and pen, The saddest are these, 'It might have been'." These negative behaviours will steal your true potential from you and at the end of life leave only these self-same words. Now is the time to act.
- **"No man is an island, no man walks alone."** Learn how to

enlist the help of others in goal achievement. Learn how to do it in such a way that they want you to succeed in your goals.

- **Find out the difference between 'go-up' and 'give-up' goals.** And, know how to place them in your work/life to gain additional support for their achievement.
- **Why do you need short and long term goals?** With a simple analogy this will all make perfect sense. What you have done so many times before becomes a natural way to achieve all that you desire.
- **Why you need 'vision' to identify goals.** What is the proper starting point? Why planning the process rather than the starting point? How do you strengthen both vision and outcome to the point of awakening your natural drives and the tremendous energy behind them?
- **How to stay enthused when you hit a setback.** When you remember this and focus on it the setbacks can be turned into stepping stones to even greater success.
- **The acid test:** How to know when you are planning the right things? Time tested principles to ensure that your thinking and goals are working in harmony and to your greatest benefit.
- **How to escape the 'baby elephant' trap.** Once you understand how this works you will recognise the many times in life this has been done to you.
- **How to set effective goals.** Do you know what effective goals look like? Learn the methods of the most successful business people in getting things done. You will be amazed at the extra power it adds to your objectives.
- **3 steps to effective planning.** A poor plan can be as bad as no plan at all. Discover how an effective plan is like a loaded dice – now you can win most of the time.

The difference between success and failure in the workplace is often directly related to the planning and execution of daily tasks. Most people never take the time to plan, because either they don't know how to or because they have not been taught how to do it effectively. Now you can join the group of people who are getting what they want in their lives. By the end of this program you will know the correct way to plan and execute, by learning sound principles of work management.



THE BEST PRINCIPLES OF Planning and Execution in Action

CONTENT CONTINUED...

- **How to identify 'to be, to do and to have' goals and objectives.** Also know their relative importance to your work and life and how to apply them at different stages in your career.
- **The difference between motivation and discipline.** And, how you can have the two working together to increase your chances of completing your goals earlier.
- **How F.E.A.R can sabotage your success.** When you look at fear this way you will have a compelling desire to root it out and stop it blocking you.
- **Visualisations:** how to use this powerful technique to get you started. Scientists, Athletes, Artists, Writers, and any "great" in any area has understood and applied this powerful technique as they have changed history. Change 'bad habits' using the same technique whilst building a powerful formula.
- **Paralysis of analysis:** ways to overcome the biggest problem in getting started. When you leave you will have the choice of 8 different methods – select your favourite for the day and move onward and upward.
- **Taking focused action while gauging your results.** You will know what P.I.E.R. means and how to apply this very useful tool at each stage of your progress.
- **And Much, Much More...**

This program is created for those wanting to become high performance individuals who know their primary mission, both personally and professionally. And for those who are looking for ways of fulfilling that overall outcome. These cutting edge strategies will not only put you on track to achieving your objectives, but will also help you remain flexible and focused, no matter what obstacles or setbacks may appear in your path.

"Your individual delivery was well focussed, contextualised and allowed participants to reflect on their current and future practice."

Somerset College of Arts and Technology

"I was impressed not only with the seminar's content, but also {the trainer} presentation which was interesting, deft and helpfully humorous. As a consequence, I specifically asked for [him] when we booked the seminar for 40 of my managers...and I would have no hesitation in recommending him to others." **Huddersfield Council**

Our consultants and trainers are extremely experienced and talented professionals. We can create a program covering other topic areas that you may want to explore. Please contact us at info@bensonandcompany.net for more information about any of these or the following:

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| <input type="checkbox"/> Time Management | <input type="checkbox"/> Project Management | <input type="checkbox"/> Communication Skills |
| <input type="checkbox"/> Dealing with Difficult People | <input type="checkbox"/> Stress Management | <input type="checkbox"/> Presentation Skills |
| <input type="checkbox"/> Leadership Skills | <input type="checkbox"/> Supervisory Skills | <input type="checkbox"/> Personal Assertiveness |
| <input type="checkbox"/> Team Building | <input type="checkbox"/> Customer Service | |

If you would like additional information on Benson & Company Key-note and Business Speaking services, call or email us at the address below.



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