# Course Name

**Essential Steps of Planning**

## Who is this programme for

**All Staff**

## Eligibility requirement

Please note that your manager needs to be aware of any planned absence from your area, please discuss with your manager/head of school in advance of booking.

## Course Overview

### Content and Learning Outcomes

This bite-size programme is designed to help you to learn how to apply the 6 essential steps of planning to improve the short-medium-long term planning process.

This practical and highly interactive workshop provides the opportunity to practice a set of tools and techniques for using planning in a structured way to deliver results.

By the end of this workshop, participants will be able to:

- Understand and apply the essential steps of Planning
- Produce robust plans that include contingency
- Improve their Planning process in relation to timing and budgets
- Use a range of short, medium- and long-term planning techniques
- Understand and apply Agile Planning Techniques

## What are the benefits of attending this course?

It is expected that participants will have an increased level of confidence to the 6 Step Planning Process to match their personal and professional development needs. You will also be introduced to a network of peers that you can stay connected with to support each other as you learn and practice your planning skills.
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<tr>
<th>Course Name</th>
<th>Essential Steps of Planning</th>
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<tr>
<td><strong>Pre-Course work</strong></td>
<td>There is no pre-course work for this course.</td>
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<td>requirement</td>
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<td>LinkedIn Learning</td>
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<td>Feedback from</td>
<td>This is the first edition of this course.</td>
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<td>Other Useful</td>
<td>HR Service Desk: 01 896 3333; <a href="mailto:hr@tcd.ie">hr@tcd.ie</a></td>
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<td>Resources</td>
<td>HR Webpage: <a href="https://www.tcd.ie/hr/learning-and-development/asst-prof-development/">https://www.tcd.ie/hr/learning-and-development/asst-prof-development/</a></td>
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<td>Competencies</td>
<td>This course is linked to the following competencies:</td>
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<td>Agile Leader</td>
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<td>Unlocks Potential.</td>
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Course Facilitator

Derek Fox

Professional
MSc Organisational Behaviour
MA Psychology
BA People Management
Level A and B Psychometrics
CiPD Certificate in Training Practice
Sports Psychology
Master Trainer Program

Background
Derek is lead consultant and director of DFLeap Group, he also in an associate specialist in the area of management, leadership and communications with the IMI (Irish Management Institute) and is an associate faculty member for a number of academic universities and institutions. Derek has over 30 years' experience in learning design, management, coaching and development. He spent 15 years in a large multinational corporation and has worked in Europe, Asia, and America.

From an Academic point Derek has designed, managed and delivered on programmes up to and including Level 9 Awards on the NFQ. Derek has presented to exam boards at QQI, UCC, TCD, LMU, UCD and IMI.

Derek has accredited awards in organisational behaviour, psychology, psychometrics, people management, training, elearning, programming languages and engineering. Derek has completed the C.I.P.D (Chartered Institute of Personnel and Development) accredited Certificate in Training Practices (CTP). He has completed John Townsend's Master Trainer programme and is a licensed NLP (Neuro-linguistic Programming) master practitioner.
In addition to these academic qualifications Derek is also licensed and certified to administer and facilitate an extensive range of personal development instruments, including:

- MBTI® (Myers-Briggs Type Indicator) Step I
- 5 Behaviours of a cohesive team™
- EQi® (Bar-On Emotional Intelligence)
- DiSC® (Behaviour instrument)
- MBTI Step II™
- Think on your Feet®
- Belbin® Team Role Theory
- Korn Ferry™ Dimensions (Previously Hay Group, Talent Q)

Derek is a member of the Irish Institute of Training and Development (IITD), the American Society for Training and Development (ASTD), The Chartered Institute of Personnel and Development (CiPD), the International Society for Performance Improvement (ISPI) and the Computing Technology Industry Association (CompTIA).

Derek is the Director of DFLeap Group. DFLeap focus on delivering solutions that get results. DFLeap work with leading companies in Ireland and across the globe. Derek has extensive experience working in the public/private sector with small, medium and large organisations. Derek also works in the not-for-profit sector and with associations (both commercial and voluntary).

Derek has published a number of books including his popular ‘Discovering your Style and Dealing with Difficult People’ and is a regular contributor to business and press publications.
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