

The Planning Process

Importance of Planning

+ Why We Plan

- Imagine if I didn't plan anything for you?
- Imagine if I had no idea what we were doing today?

What type of experience would that be for you?

How do you feel when a teacher is planned? Have you had teachers who are not planned? How does that make you feel?

+ Functions of Management

Look at the diagram below, what is it telling you? What is the role of planning?

+ The Planning Process

- Define your objectives - identify desired outcomes
- Determine where you stand in relation to those objectives - what strengths and weaknesses do you have
- Develop premises regarding future conditions - what are some alternative scenarios that might happen?
- Analyze alternatives and make a plan - list and evaluate possible actions. Choose the best alternative.
- Implement the plan and evaluate results - take action and carefully measure progress towards alternatives

+ Why We Plan:

- Improvement of Focus and Flexibility
- Improves Action Orientation
- Improves Coordination and Control

+ Planning: In your groups follow the Planning Process for the following situation

- Plan a birthday part for a 5 year old. You want to plan a party for your 5 year old cousin. She loves princesses and ponies, and has 10 friends she wants to invite. What sort of food will you have? Entertainment? What possible problems might you face? Follow the step - by - step planning process and come up with a party plan that you will present to the class tomorrow.

+ Planning Evaluation

- Do you think this step - by - step process works? What are some problems with it? When do you think it should be used and when should it not be used? Did you find it helped you? Why or why not?

Reflect on the above questions in 1 - 2 paragraphs.

+ Time Management

- Are you good at time management?

Do you make "To Do" Lists? Do you rank in priority your To Dos?

- Make a To Do list for your assignments that are upcoming. How would you rank them in terms of importance? What criteria will you use?

Lets list some criteria we use to rank importance.