



Explore | Expand | Enrich

PLANNING

- IDENTIFYING
- GATHERING INFORMATION
- ANALYSIS



IDENTIFYING

Identifying

- First step - Identify the objectives
- Objectives - Gives the purpose for future work
- Organisational objectives –
 - Provides strong base to design
 - Develops a workable plan



IDENTIFYING

Importance of identifying objectives

- Unified planning
- Individual motivation
- Co-ordination
- Standards for control
- Basis for decentralisation
- Basis for planning
- Better Management
- Reduce misunderstanding and conflict



GATHERING INFORMATION

- Act of collecting information
- Through various sources, various means
- Without benefit of gathered information:
 - Extremely hard to accomplish
 - Rightly impossible



GATHERING INFORMATION

How to gather information?

- Existing sources :
 - Found in the printed, in video, in audio
- Natural sources :
 - First hand sources
 - Tried products, services and methods
- The gathering methods and tools
- Begin the gathering
- Review and record the data obtained



GATHERING INFORMATION

Reasons for information gathering

- More data –
 - Better ways of dealing current situation
 - Solves current organizational problems
- Broaden scope of knowledge of organization
- Development of particular skills
- Reduce the apprehension caused by unknown
- Higher level of understanding of special subjects
- For solving problems



ANALYSIS

Steps to analyse information

- Review the notes taken - Organizing information
- Biased information and faulty logic
- Look at the information - Individually and as a whole
- Take note of similarities
- Contrast information by setting two things in opposition
- Relate pieces of information to establish relationships



Summary:

- Planning - Important role in business etiquette
- Ability to have a control over your job
- Ability to make others feel comfortable
- Process of thinking and organizing activities
- To achieve a desired goal
- Setting objectives
- Deciding in advance - Appropriate course of action

