Planning and Organising Skills

What are Planning and Organising Skills?

- Define work objectives, outcomes and performance standards and develop a realistic action plan
- Propose alternative routes for achieving an objective
- Structure and manage time and priorities, meet deadlines – short, medium, and long-term
- Plan or co-ordinate with a range of stakeholders / colleagues who may be in different locations
- Carry projects through to successful completion, including managing several projects simultaneously
- Identify, assess and weigh up risks
- Monitor the development of a plan
- Plan and implement a contingency plan
- Evaluate project processes and outcomes
- Employ project management methodology
- Work to a budget and allocate resources to tasks
- Adapt planning and organising style when under sustained pressure
- Competently deal with complexity during research and planning phase of decision-making

How can I develop my Planning and Organising skills?

- Organising or running a project / event for a society
- Part-time work e.g. events management
- Volunteering and helping to organise a process or procedure

How might I have developed this skill during my studies at University of Leicester?

- Managing workload alongside other activities
- Essay planning
- Taught principles and skills in planning as part of course
- Industry related projects

Example:

How might you demonstrate Planning and Organising Skills in your CV? You can use the list above where appropriate but remember to evidence how you gained or developed the skills. For example:

- As treasurer for the Psychology Society, I developed strong planning skills by forecasting upcoming costs for the year ahead and ensuring that society activities stuck to a budget when using the resources allocated to the group.