



Goal Setting, Planning and Decision Making

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Introduction

The level of competition in current business environment requires an increasing focus on practices that assist in setting of goals, managing of the planning function and making proper decisions. Businesses and indeed, all organizations, find themselves needing to find more productive methods of planning, more appropriate goals and effective means of making decisions. The course is designed to give participants an understanding of several management methods, processes and procedures

Who Should Attend?

- Managers
- Executives
- Supervisors
- Anyone who is involved in developing and implementing plans

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Course Objectives:

- Understanding and developing skills necessary to set goals and complete work on time
- Understanding how delegation can be used in setting of goals and planning
- Considering methods of improving decision making
- Recognizing internal and external influences on our daily planning and decision making
- Developing the ability to make higher quality decisions as individuals and teams

Course Outline:

DAY 1:

- Setting goals effectively
- Setting performance not outcome goals
- Setting specific and realistic goals
- Failure to achieve a goal
- Achieving the goal

DAY 2:

- Planning
- Why should you plan?
- The process and principle planning
- Why people avoid planning?
- The planning cycle
- How to spot what needs to be done

DAY 3:

- Exploring options
- Logical thinking
- Brainstorming

- Detailed planning
- Identifying key activities
- Critical path analysis
- Control mechanisms

DAY 4:

- Elements of a good plan
- Making effective plans
- Evaluation of the plan and its impact
- Assessing impact
- Implementing change
- Plan execution tools

DAY 5:

- Decision making
- Decision levels, Planning and techniques
- Business/marketing plans
- The importance of group skills to achieve team success
- Empowering the team through delegation and decision making
- The importance of effective communication in team relations