



*Conference:  
Goal Setting, Planning & Decision Making*

*23 - 27 December 2024  
London (UK)  
Landmark Office Space - Oxford Street*

## Conference: Goal Setting, Planning & Decision Making

Conference code: CO8193 From: 23 - 27 December 2024 Venue: London (UK) - Landmark Office Space - Oxford Street  
Conference Fees: 5775 € Euro

### Introduction

This course addresses the need for organizations to adopt productive practices in goal setting, planning, and decision-making to stay competitive. Participants will explore management methods and techniques that drive process improvement, align with customer and stakeholder needs, and support organizational change. Through a blend of theoretical foundations and practical activities, attendees will enhance their ability to manage effectively, efficiently, and adapt these principles to their unique work environments.

### Objectives

- Understand and develop skills necessary to set goals and complete work on time
- Recognize internal and external influences on our daily planning and decision making
- Use basic planning process tools to plan work strategy
- Set goals effectively and efficiently
- Learn how to establish and maintain task deadlines
- Consider methods of improving decision making
- Understand how delegation can be used in the setting goals and planning
- Understand the characteristics of colleagues who assist in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as individuals and teams

### Process

This conference is an interactive mixture of lectures, discussions, activities, and practice on several management skills. It provides definitions, examples, discussions, and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

### Benefits

- Improve individual and team performance by establishing productive, effective and efficient management procedures

- Learn to develop effective work plans for individuals and teams
- Learn management techniques to plan, establish priorities and set and maintain goals
- Develop skills in interpersonal interaction to better teamwork
- Demonstrate proficiency to develop plans and make good decisions
- Acquire useful goal setting and planning management skills
- Adds personal value and competency to an organization

## Results

- Build and maintain effective and efficient procedures in the organization
- Complete work on time and on budget
- Develop skills in managers which will raise the capability, skill and morale of colleagues
- Improved preparedness to deal with work task contingencies
- Establish organizational and personal decision-making capabilities
- Improved performance in setting and completion of goals
- Be better able to meet the challenges of dynamic, constant change

## Core Competencies

- Project and Performance Management
- Planning Management
- Human Interaction Skill
- Creative Imagination
- Decision Making
- Change Management

## Outlines

### Day 1: Current Status of Setting Goals, Planning and Decision Making

- Introductions

- Course purpose, goals and objectives
- Overview and context of organizational change and the impact on goals, planning and decision making
- Understanding the current status of the organization, team and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get work started

#### Day 2: Importance of Goal Setting and Planning Management

- Integrating goals, scope, work structure, and management planning
- Identifying initial resource requirements
- Identifying risk techniques that affect work assignments, priorities, and deadlines
- Communication that responds to who, what where, when, how, why
- Understanding the importance of quality planning in work assignments

#### Day 3: Setting Priorities and Making Decisions in the Planning Process

- Using planning to ensure task priorities are established
- Planning for time management, scheduling and meeting deadlines
- Integrating the functions into a final work plan
- Improving communications and listening skills
- Planning for delegation responsibility and authority
- Techniques for making good decisions

#### Day 4: Working with Your Team

- Identifying the skills required to obtain the help of others
- The importance of group skills to achieve team success
- The importance of interpersonal skills in making personal and team decisions
- Empowering the team through delegation and decision making
- The importance of effective communication in team relations

#### Day 5: Developing Personal and Team Change Action Plans

- Innovation and improvement for personal and team change
- Identification of change processes and human change
- Techniques to set personal and team change goals
- Dealing with people who do not want to change
- Developing an action plan for personal and team change

## Registration form on the Conference: Goal Setting, Planning & Decision Making

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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### Person Responsible for Training and Development

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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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