



*Training Course:
Business Planning and Coordination: Effective
Strategies for Achieving Goals and Seizing*

Opportunities

5 - 9 October 2025

Cairo (Egypt)

Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course: Business Planning and Coordination: Effective Strategies for Achieving Goals and Seizing Opportunities

Training Course code: LS236161 From: 5 - 9 October 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3550 € Euro

Introduction:

Planning and coordination are essential components of successful business management. They help organizations achieve their goals and ensure sustainable success. This training program aims to provide participants with the foundational concepts of business planning and coordination, along with the skills and tools needed to develop and implement integrated business plans that align with organizational objectives and seize available opportunities.

Program Objectives:

- Understand the concept and importance of planning and coordination in the context of business management.
- Learn the principles of business planning, environmental analysis, and forecasting.
- Acquire the skills needed to develop and implement integrated business plans aligned with organizational goals and desired outcomes.
- Identify and analyze available opportunities and leverage them effectively.
- Provide a practical framework for applying planning and coordination practices within organizations.

Target Audience:

- Project and team leaders in organizations and companies
- Planning and coordination officers in institutions and organizations
- Members of project management and organizational development teams
- Anyone working in the field of planning and coordination or seeking to develop their skills in this area

Course Outline:

Day 1: Introduction to Planning and Coordination

- The importance of planning and coordination in business management
- Key concepts in planning and coordination
- Success factors for effective planning and coordination

Day 2: Principles of Business Planning and Forecasting

- Analyzing the internal and external environment and forecasting changes
- Setting clear, measurable, and achievable objectives
- Planning and forecasting strategies to achieve sustainable success

Day 3: Developing Integrated Business Plans

- Analyzing needs and available resources
- Creating comprehensive business plans aligned with organizational goals
- Implementing and monitoring business plans to achieve desired outcomes

Day 4: Opportunity Analysis and Utilization

- Analyzing internal and external opportunities
- Leveraging opportunities for optimal benefit
- Evaluating the impact of opportunities on business plans and adjusting accordingly

Day 5: Institutional Coordination and Collaboration

- The importance of coordination among teams and departments within an organization
- Implementing coordination processes and enhancing effective collaboration
- Case study: Applying planning and coordination in a specific work context

Registration form on the Training Course: Business Planning and Coordination: Effective Strategies for Achieving Goals and Seizing Opportunities

Training Course code: LS236161 **From:** 5 - 9 October 2025 **Venue:** Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel **Training Course Fees:** 3550 € Euro

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.