Global Horizon
TRAINING CENTER

Conference:
Goal Setting, Planning & Decision Making

15 - 19 November 2026
Manama (Bahrain)

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Goal Setting, Planning & Decision Making

Conference code: CO8193 From: 15 - 19 November 2026 Venue: Manama (Bahrain) - Conference Fees: 5150 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

Target Audience

- Managers and supervisors responsible for planning, scheduling, and daily operations
- Team leaders and project coordinators involved in task allocation and follow-up
- Department heads seeking to improve goal setting and performance management
- Professionals involved in decision-making, problem-solving, and workflow optimization
- HR and organizational development staff supporting performance and productivity improvement
- Administrative and operational staff responsible for implementing plans and deadlines
- Employees preparing for leadership or supervisory roles
- Any individuals aiming to improve planning, prioritization, and decision-making skills in the workplace

Outlines

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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

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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

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

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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.