



*Training Course:  
Managing and Coordinating Training Proactively*

*10 - 21 August 2026  
Vienna (Austria)*

## Training Course: Managing and Coordinating Training Proactively

Training Course code: HR3034 From: 10 - 21 August 2026 Venue: Vienna (Austria) - Training Course Fees: 9550 € Euro

### Introduction

In today's fast-moving and performance-driven organizations, effective training coordination requires more than administrative efficiency—it demands **proactive planning, strategic alignment, and strong management capabilities**. Training coordinators and managers must be able to plan work systematically, manage time and priorities, support decision-making, and adapt to continuous organizational change.

The **Managing and Coordinating Training Proactively** program is a comprehensive development journey designed to strengthen participants' ability to **plan, organize, and execute training and work activities with high efficiency and impact**. It integrates essential management disciplines such as time management, task planning, goal setting, decision-making, and change management.

This program is structured into two integrated modules:

- **Module 1:** Effective Time, Task & Work Planning
- **Module 2:** Goal Setting, Planning & Decision Making

Participants will gain practical tools and frameworks that can be immediately applied to improve productivity, coordination, and overall performance.

### Program Objectives

By the end of this program, participants will be able to:

- Apply structured frameworks for **planning and prioritizing work**
- Manage time effectively and eliminate productivity barriers
- Develop and implement **work plans and project strategies**
- Set clear goals and performance targets aligned with organizational objectives
- Improve interpersonal communication and collaboration
- Apply decision-making techniques to enhance outcomes
- Manage stakeholders and organizational change effectively
- Balance constraints of **time, cost, scope, and quality** in planning
- Develop proactive approaches to training coordination and management

### Target Audience

- Training Coordinators and Training Managers
- Team Leaders and Supervisors
- HR and Learning & Development Professionals

- Administrative and operational staff involved in planning and coordination
- Professionals transitioning into managerial or leadership roles

## Program Outline

### Module 1: Effective Time, Task & Work Planning Days 1-5

#### Day 1: Our Changing World & Personal Effectiveness

- Understanding change in work and organizational environments
- Personal performance assessment
- Defining personal and professional objectives
- Balancing work and life priorities
- Implications of change on productivity

#### Day 2: Time Management & Productivity

- Analyzing personal time usage
- Identifying and managing time wasters
- Time logging and prioritization techniques
- Understanding procrastination and how to overcome it
- Impact of time management on team performance

#### Day 3: Work Planning & Project Management

- Work planning methodologies and frameworks
- Managing constraints: time, cost, quality
- Risk analysis and contingency planning
- Problem-solving techniques in work planning
- Monitoring and adjusting work plans

#### Day 4: Managing Time Wasters & Operational Efficiency

- Managing paperwork and digital workflow
- Effective meeting and communication management
- Handling interruptions and distractions
- Optimizing use of tools diaries, planners, communication channels

#### Day 5: Integration & Personal Work Planning

- Practical application of work planning tools
- Testing and refining work plans
- Identifying strengths and improvement areas
- Developing a personal productivity action plan

### Module 2: Goal Setting, Planning & Decision Making Days 6-10

#### Day 6: Foundations of Goal Setting & Planning

- Understanding organizational and individual goals
- Linking goals with organizational strategy
- Assessing current performance and planning capabilities
- Introduction to structured planning processes

#### Day 7: Planning Management & Resource Allocation

- Integrating goals, scope, and work structure
- Identifying resource requirements
- Risk identification and mitigation techniques
- Communication planning who, what, when, how
- Importance of quality planning

#### Day 8: Prioritization & Decision Making

- Setting priorities within planning frameworks
- Scheduling and deadline management
- Delegation principles and authority management
- Decision-making models and techniques
- Improving listening and communication skills

#### Day 9: Teamwork & Collaboration

- Leveraging team strengths and capabilities
- Interpersonal skills for effective teamwork
- Empowering teams through delegation
- Communication strategies for team success
- Collaborative decision-making

#### Day 10: Change Management & Action Planning

- Understanding organizational and human change
- Managing resistance to change
- Innovation and continuous improvement techniques
- Developing personal and team action plans
- Final program review and implementation roadmap

## Registration form on the Training Course: Managing and Coordinating Training Proactively

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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
- 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,  
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