



*Conference:  
Successful Planning, Organising & Delegating*

*4 - 8 October 2026  
Amman (Jordan)*

## Conference: Successful Planning, Organising & Delegating

Conference code: CO8035 From: 4 - 8 October 2026 Venue: Amman (Jordan) - Conference Fees: 4550 € Euro

### Introduction

This conference focuses on improving productivity and effectiveness in modern organizations by strengthening planning, organization, delegation, and teamwork skills. It equips participants with practical tools and techniques to manage work more efficiently, set clear goals, prioritize tasks, and lead teams toward better performance and continuous improvement.

### Objectives

- Recognize internal and external influences on our daily planning
- Use basic planning process tools to plan work and project strategy
- Understand and develop skills necessary to complete work on time
- Learn how to organize work and projects to complete them successfully
- Understand how delegation can be used in planning and organizing
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as work is planned and organized

### Target Audience

- Project Managers
- Team Leaders & Supervisors
- Department Managers
- Operations Managers
- Planning & Scheduling Professionals
- Administrative & Coordination Staff
- Professionals involved in task or team management
- Anyone responsible for planning and organizing work

### Outlines

#### Day 1: Creating an Attitude to Change How We Plan and Organize Work

- Course purpose, goals and objectives
- New systems & strategic thinking
- Overview and context of organizational change and the impact on planning and organization
- Identifying a standard of excellence in the organization, team and personal work
- Review of management processes and skill areas
- Using a planning process to set goals and get projects started

#### Day 2: Importance of 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: The delegation, Personal Organization, and Setting Priorities

- Understanding how people approach their work
- Planning for time management, scheduling and meeting deadlines
- Using proper delegation skills to empower staff
- Improving prioritizing of work and work tasks
- Planning for delegation responsibility and authority

#### Day 4: Planning Effectively 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 the development of interpersonal skills
- The importance of versatility in team relations

#### Day 5: Developing Personal and Team Change 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: Successful Planning, Organising & Delegating

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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
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### Easy Ways To Register

Telephone:  
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