



*Training Course:  
Successful Planning, Organising & Delegating*

*30 November - 4 December 2026  
Madrid (Spain)*

## Training Course: Successful Planning, Organising & Delegating

Training Course code: MA1063 From: 30 November - 4 December 2026 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

### Introduction

Effective planning, organizing, and delegating are essential management skills that drive productivity, efficiency, and successful execution of organizational goals. Managers who master these competencies are better equipped to prioritize tasks, allocate resources effectively, and empower their teams to achieve high performance.

This program, developed by [Global Horizon Training Center](#), provides participants with practical tools and techniques to enhance their ability to plan strategically, organize work efficiently, and delegate tasks effectively. It focuses on improving time management, decision-making, and team productivity while reducing workload pressure and increasing accountability.

Participants will gain the confidence and skills needed to manage responsibilities effectively, optimize team performance, and achieve organizational objectives.

### Course Objectives

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

- Understand the principles of effective planning and organization
- Set clear goals and priorities aligned with organizational objectives
- Apply structured approaches to organizing work and resources
- Delegate tasks effectively and empower team members
- Improve time management and productivity
- Monitor performance and ensure accountability
- Enhance decision-making and problem-solving skills
- Build high-performing and self-sufficient teams

### Target Audience

This program is designed for:

- Managers and Supervisors
- Team Leaders and Department Heads
- Project and Program Managers
- Administrative and Operations Professionals
- Professionals seeking to improve productivity and management skills

## Outline

### Day 1: Foundations of Planning and Organization

- The Importance of Planning and Organizing in Management
- The Planning Process and Types of Plans
- Setting SMART Goals and Objectives
- Prioritization Techniques and Work Structuring
- Aligning Plans with Organizational Strategy
- Case Studies on Effective Planning

### Day 2: Organizing Work and Resources

- Organizing Tasks, Processes, and Workflows
- Resource Allocation and Optimization
- Designing Efficient Work Structures
- Managing Workload and Capacity
- Tools and Techniques for Organization
- Practical Exercises on Work Organization

### Day 3: Effective Delegation Techniques

- Principles and Benefits of Delegation
- What to Delegate and What Not to Delegate
- Matching Tasks with Skills and Competencies
- Communicating Expectations Clearly
- Empowering Employees through Delegation
- Avoiding Common Delegation Mistakes

### Day 4: Monitoring Performance and Accountability

- Tracking Progress and Performance
- Establishing KPIs and Performance Indicators
- Providing Feedback and Support
- Managing Accountability and Responsibility
- Handling Performance Issues
- Continuous Improvement in Work Processes

### Day 5: Time Management and Productivity Enhancement

- Time Management Principles and Techniques
- Managing Priorities and Deadlines
- Reducing Procrastination and Distractions
- Balancing Workload and Responsibilities
- Building High-Performance Teams
- Developing Personal Action Plans

## Registration form on the Training Course: 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
- 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,  
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