



*Training Course:
Successful Planning, Organising & Delegating*

*21 - 25 September 2026
Geneva (Switzerland)*

Training Course: Successful Planning, Organising & Delegating

Training Course code: MA1063 From: 21 - 25 September 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € 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

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Position:
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Personal E-Mail:
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Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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