



*Training Course:
Goal Setting, Planning & Decision Making*

*4 - 8 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

Training Course: Goal Setting, Planning & Decision Making

Training Course code: PS1022 From: 4 - 8 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

Introduction

The level of competition in current business environment requires an increasing focus on practices that assist in setting of goals, managing of the planning function and making proper decisions. Businesses and indeed, all organizations, find themselves needing to find more productive methods of planning, more appropriate goals and effective means of making decisions. This means goals are established, plans developed and decisions made which change processes, procedures, methods of doing business and better meet customer and stakeholder needs. A focus on using productive practices allows for effective and efficient management of work and making changes in the organization.

The course is designed to give participants an understanding of several management methods, processes and procedures, as well as practice on several key management techniques. The principles used are easily adapted to an organization's or individual's work assignments. The course presents a methodology of common, standard management techniques using a simple theoretical foundation and enhances learning with practical activities so students can develop knowledge and skill to manage more effectively and efficiently.

Course Objectives

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

- Understand key principles and tools of goal setting, planning, and decision making
- Develop practical skills to set clear, measurable, and achievable goals
- Apply structured planning techniques to manage tasks, work activities, and projects effectively
- Identify internal and external factors that influence planning and decision-making processes
- Improve the ability to prioritize tasks and manage deadlines efficiently
- Use basic planning tools to develop effective work strategies and action plans
- Enhance decision-making skills at both individual and team levels
- Understand the role of delegation in effective planning and workload management
- Strengthen interpersonal and communication skills to improve team collaboration
- Support and contribute to team-based decision making and problem-solving
- Develop practical action plans for managing change and improving performance

Target Audience

This course is suitable for:

- Team Leaders and Supervisors
- Middle Managers and Department Heads
- Project Coordinators and Project Staff
- HR and Administrative Professionals
- Employees involved in planning, coordination, or decision making
- Anyone responsible for managing tasks, teams, or work priorities
- Individuals preparing for leadership or management roles

Course Outlines

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

Registration form on the Training Course: Goal Setting, Planning & Decision Making

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

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