Global Horizon
TRAINING CENTER



# *Training Course:*
# *Hospitality Events and Conferences Management*

*31 May - 4 June 2020*
*Manama (Bahrain)*
*Fraser Suites*

# Training Course:
# Hospitality Events and Conferences Management

Training Course code: MA234591 From: 31 May - 4 June 2020 Venue: Manama (Bahrain) - Fraser Suites Training Course Fees: 4250  Euro

## Introduction

The level of competition in the current business environment requires an increasing focus on practices that assist in setting goals, managing 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 conference 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:

- Understand and develop skills necessary to set goals and complete work on time
- Recognize internal and external influences on our daily planning and decision making
- Use basic planning process tools to plan a work strategy
- Set goals effectively and efficiently
- Learn how to establish and maintain task deadlines
- Consider methods of improving decision making
- Understand how delegation can be used in the setting goals and planning
- Understand the characteristics of colleagues who assist in our teams
- Develop positive interpersonal techniques for better team relationships
- Develop the ability to make higher quality decisions as individuals and teams

## The Process

This conference is an interactive mixture of lectures, discussions, activities, and practice on several management skills. It provides definitions, examples, discussions, and activities designed to promote skill building with interaction and discussion among participants. Activities and work on practice case studies are used to deliberately highlight the concepts taught and allow participants to practice new skills.

## The Benefits

- Improve individual and team performance by establishing productive, effective and efficient management procedures

- Learn to develop effective work plans for individuals and teams
- Learn management techniques to plan, establish priorities and set and maintain goals
- Develop skills in interpersonal interaction to better teamwork
- Demonstrate proficiency to develop plans and make good decisions
- Acquire useful goal setting and planning management skills
- Adds personal value and competency to an organization

## The Results

- Build and maintain effective and efficient procedures in the organization
- Complete work on time and on budget
- Develop skills in managers which will raise the capability, skill and morale of colleagues
- Improved preparedness to deal with work task contingencies
- Establish organizational and personal decision-making capabilities
- Improved performance in setting and completion of goals
- Be better able to meet the challenges of dynamic, constant change

## Target Competencies

- Project and Performance Management
- Planning Management
- Human Interaction Skill
- Creative Imagination
- Decision Making
- Change Management

## 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: Hospitality Events and Conferences Management

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Training Course Fees: 4250  Euro

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

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| 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, Egypt. |