

€ TRAINING

Goal Setting and Planning with Decision
Making





Goal Setting and Planning with Decision Making

Introduction:

The program is designed to give participants an understanding of several management methods, processes and procedures, as well as practice on several key management techniques. It 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.

Program Objectives:

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

- Master goal setting, time management, and decision-making skills to efficiently set goals, plan work strategies, and meet deadlines.
- Recognize internal and external factors influencing daily planning and decision-making, and employ methods to enhance decision quality.
- Utilize delegation in goal-setting and planning, leveraging colleagues' characteristics for effective teamwork, and fostering positive interpersonal relationships.
- Develop the ability to make higher quality decisions both individually and as part of a team.

Targeted Audience:

- Managers.
- Supervisors.
- Team leaders.
- Human resources department.
- Employees interested in learning important and crucial skills.

Program Outlines:

Unit 1:

Current Status of Setting Goals, Planning, and Decision Making:

- Overview and context of organizational change and the impact on goals, planning and decision making.
- Understanding of 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.

Unit 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.

Unit 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.

Unit 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.

Unit 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.