



Planning, Goal Setting, Decision Making & Control for Optimal Results

Overall Description:

This course is designed to help managers and team leaders whose responsibilities require Planning, decision making, scheduling, delegation, leading and managing resources.

Course Objectives:

- Become more productive by reordering priorities and establishing realistic deadlines.
- Have learned the practical steps involved in delegation that succeeds
- Be more aware of your strengths and areas for improvement
- Apply and effectively use the systematic process of planning, problem identification and the rational model for decision making
- Use environmental scanning, and breakeven analysis as tools for planning.
- Recognize the importance of control, and of properly utilizing key performance measures to keep work on track.
- Identify key performance measures to control & monitor the outcome of the plan.

Course Outline (Content):

- Planning tools & Steps
- Analyzing opportunities
- Goal Setting
- SMART objectives
- Determining alternative courses of action
- Selecting a course of action
- Formulating derivative plans
- Monitoring the plan

OUTLINE (Cont.)

- Managing Multiple Tasks “Priorities & Deadlines”:
- Benefits of time management
- Priorities setting, task analysis, and Planning techniques
- Coordinating teams, tasks, and projects
- Differences between delegating & giving tasks
- The rational approach to Problem Solving & Decision Making
- Force field analysis
- Controlling Tools
- Performance Management
- Establishing performance standards
- Measuring actual performance
- Taking corrective action

Who Should Attend?

Managers and employees whose responsibilities require Planning, scheduling, delegation, leading, managing resources and making decisions.

Competencies Covered:

- Project Management
- Analytical Thinking
- Entrepreneurship

