

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Goal Setting, Planning & Decision Making

Code	City	hotel	Start	End	price	Language - Hours
MT-405SA	Jeddah	Hotel Meeting Room	2027-02-21	2027-02-25	9950 SR	En - 25

The Course

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.

The Goals

- 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 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 setting of 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 course is an interactive mixture of lecture, discussion, activities and practice on several management skills. It provides definitions, examples, discussion 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 team work
- 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

The Core Competencies

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

The Programme Content

Day One

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 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

Day Two

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 Three

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 Four

Working with Your Team

- Identifying 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 Five

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 change
- Developing an action plan for personal and team change

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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ACADEMY
Scandinavian
Academy
Training Center
00966112695229
info@scandinavianacademy.co
المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5