



Strategic Planning and Goal Setting

Strategic planning is needed to acquire successful results with total consideration in utilization of available resources within set KPI's, henceforth tasks are required to be carefully resourced using appropriate tools at all planning process stages till successful execution of task/s. Successful manager and supervisor need to have a firm understanding of Planning and Organizing Skills at all levels, capable in setting achievable goals for themselves, individuals and their team.

This training program is to plan confidently and be successful in achieving realistic and achievable goals for one self and team in total

Expected Accomplishments

- Understand to develop the necessary skills for Planning and Organizing of successful activities and events of team operations, Utilize Techniques and Methods for careful planning and organizing at all stages of the process
- Understand setting Goals as realistic and achievable tasks and objectives for yourself, other individuals and team units, Consider Pit Falls and Contingencies should situations and events change
- Understand to develop Techniques to ensure personal planning skills development and actions for future successful objectives, Potential Problem solving using the latest techniques and methods.

Course Outline

- Strategic Planning Defined
 - Introduction of Successful Strategic Planning
 - Principles and Feasibility Aspects in Planning, Setting Objectives and Milestones
- Resources: Audit and Allocation
 - Time Management Techniques and Methods
 - Setting and Controlling Realistic Deadlines
 - Planning and Meeting Deadlines
 - Communications, Co-ordination Planning, Critical Path Analysis (CPA), GANNT Charts & PERT, Feedback and Performance Management,
- Planning Initiation:
 - Controls, Organization and Management, Quality Planning, Team Capabilities, Assessment and Allocation, Charts and Graphical Information, Delegation and Control Principles
 - Motivating the Team and Planning Methods, Team Management & Team Roles, Multi-Tasking, Meetings and Feed Back Techniques, Preparing and Designing Action Plans
 - Developing Contingencies for potential, 'Pit Falls' and Handling Situations, Developing Contingencies for potential, Problem Solving for Strategic Planning
- Problem Solving Methods:
 - Brainstorming, Further Problem Solving Techniques; Setting Realistic and Achievable Goals

Who Can Benefit

Team leaders, Supervisors and Managers

Related Training: None





Duration: 2 days

Mode

Consultant led classes with exercises and case studies

Prerequisites: Good English Language skills

Course Code: MGT-475

