



Advanced Planning, Decision Making and Goal Setting Skills

Getting Control of your Workload and Achieving the Results You Want

► Training Details

Virtual Learning that Really Works

Online Training Course Overview

"A goal is a dream with a deadline". Writing down your goals regularly results in more than 50% more likelihood of achieving them and yet most people haven't clearly defined their short and long term personal or work goals. Even clear goals don't guarantee success without the accompanying planning, time, task and people management skills. A successful team know exactly what they are aiming for, why, how they are going to achieve it, and most importantly they have the confidence and motivation to get there. This fast-paced virtual training course will take you step-by-step through from the big picture thinking and goal setting down to the daily details of planning and achieving results for yourself and your team. We will also explore the critical ability to make clear decisions under pressure and to lead a team to success through empowered delegation, emotional intelligence and inspiring and effective communication. During the course you will have the opportunity to share ideas and work in small groups to discuss techniques and practice new skills. In order to enhance learning you will be invited to complete short tasks between sessions and then gain individual feedback on progress, ask questions and receive support from our Anderson training consultant.

Online Training Course Objectives

By the end of this Anderson online training course, you will be able to:

- Set clearly defined goals for your work and your life
- Make a step by step plan to achieve your goals
- Identify barriers that stand in the way of you achieving your goals
- Understand how to delegate and motivate effectively to achieve goals and build your team
- Develop positive interpersonal techniques to enable you to reach team goals

Designed For

This Anderson online training course is suitable to a wide range of professionals including:

- Professionals who want to learn techniques to work with other colleagues
- Team leaders, supervisors, section heads and managers
- Professionals who have an interest in a management position
- Anyone who wants to become a leader in their work role
- Project, purchasing, finance & production officers and personnel
- Technical professionals including those in Maintenance, Engineering & Production
- Secretaries, clerks, administrative and support staff
- Anyone who juggles multiple tasks and deadlines

Online Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- Why set goals? Understanding the importance and benefits of having goals
- What is a goal? Difference between goals, objectives, KPI's, targets and tasks
- Prioritising your work and life goals – what really matters?
- Getting things done – how to manage your time more effectively
- Using the GROW model to identify and clarify your goals
- Delegating effectively
- Motivating yourself and others
- Decision making – a step by step approach
- Powerful communication and influence techniques

► Preview

10:30 - 11:00	:	Welcome, Setup, Registration
11:00 - 12:30	:	First Session
12:30 - 12:45	:	Break (15 minutes)
12:45 - 14:15	:	Second Session
14:15 - 14:30	:	Break (15 minutes)
14:30 - 16:00	:	Third Session

► The Certificate

An Anderson e-Certificate will be provided to delegates who attend and complete the online training course

► INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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