



## Goal Setting, Planning & Decision Making

### Result-Driven Outcomes

#### ► Upcoming Sessions

08-12 Jul 2024	Istanbul - Turkey	\$5,950
09-13 Sep 2024	Dubai - UAE	\$5,950
21-25 Oct 2024	Dubai - UAE	\$5,950
16-20 Dec 2024	Dubai - UAE	\$5,950
20-24 Jan 2025	London - UK	\$5,950

#### ► Training Details

##### Training Course Overview

Are you clear about your purpose, vision and mission at work, or are you like 95% of employees who work on whatever deadline or demand is the most urgent?

If you truly wish to become an effective leader in your own life and at work, then getting clear about where you need to go, how you are going to get there and then taking big bold actions to achieving those results is key. Getting overwhelmed by the quantity of work and making less than ideal decisions, is a clear indication that the quality of your thinking needs upgrading. The best leaders know that time-out to check your current reality, set inspiring goals and make clear plans, and sharpening your management skill saws is always a good use of your time. This Anderson training course will provide just that opportunity. By exploring in-depth the three key skills of effective leaders; goal setting, planning and decision making, you will return to work with the motivation, clarity and direction to move to a new level of effectiveness at work and in life.

##### Training Course Objectives

**By attending this Anderson training course, delegates will be able to know:**

- Cutting edge, essential keys to becoming a top-quality leader
- Techniques for creating effective work plans for individuals and teams
- Time Management principles and practices to plan, establish priorities, set and maintain goals
- The thinking, beliefs and habits of people who achieve their goals
- Coaching and communication skills to empower yourself and your team
- Using your intuitive to make quick, accurate decisions
- Logical decision making models for individual and group decisions
- Problem solving techniques and creative thinking

##### Designed For

This Anderson training course is designed for current leadership and those being groomed for future leadership, in learning powerful practical management techniques that will assist them in making good decisions, setting personal and team goals and develop personal and team

plans. This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- ▶ Those who need to become more effective in time management and planning
- ▶ Team Leaders and Supervisors
- ▶ Senior personnel and Managers

## ▶ Training Details

### **Day One: Create Goals That Actually Get Done**

- ▶ Macro and Micro Thinking: Getting clear about your purpose, vision, mission, values, goals and tasks and activities
- ▶ The power of visioning and visualisation in setting and achieving goals
- ▶ Harnessing the power of the subconscious mind, beliefs, attitudes and habits in goal setting
- ▶ SMART Goals, HARD Goals or BHAG Goals, which one is right for you and your team
- ▶ Strategic, Tactical and Operational Goal Setting in the Organisation
- ▶ Management by Objectives – The pros and cons

### **Day Two: Achieving Results through the Power of Planning**

- ▶ The many benefits of planning
- ▶ Using mind-mapping for creative and logical thinking and project planning
- ▶ Best practices and technologies for project planning and communication
- ▶ Traditional planning vs new workplace planning
- ▶ Single use plans, standing plans, contingency and crisis plans
- ▶ Daily, short-term, midterm and long-term planning

### **Day Three: Getting things Done – Time and Task Management**

- ▶ Working smarter rather than harder through leveraging your time
- ▶ Curing ‘last-minute-itis’ and creating good daily work habits
- ▶ Prioritising, organizing and scheduling your work
- ▶ Time Management secrets to adopt and time wasters to avoid
- ▶ The 10 natural laws of successful time management
- ▶ Best time management tools and technologies available

### **Day Four: Decision Making – Tools, Techniques and Psychology**

- ▶ The art and science of good decisions
- ▶ Personality types and how they decide – Strengths and Weaknesses
- ▶ Best traits of an effective decision maker
- ▶ Decision making pitfalls and how to avoid them
- ▶ Logical and intuitive decision-making tools
- ▶ Creativity and problem-solving tools

### **Day Five: Leadership and Communication at Work**

- ▶ Empowered delegation – Balancing task and team
- ▶ Leadership styles for the new work place
- ▶ Leading a team through times of change
- ▶ Inspiring others – The art of persuasive presentations
- ▶ Communication and emotional intelligence at work
- ▶ Summary and action planning from the week’s course

## ▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the 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](mailto:info@anderson.ae)

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

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

**Anderson**  
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

**Web:** [www.anderson.ae](http://www.anderson.ae)

**Email:** [info@anderson.ae](mailto:info@anderson.ae)

**Phone:** +971 4 365 8363

**Fax:** +971 4 360 4759

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