



Management Skills and Techniques

Effective Goal Setting, Planning & Task Management

► Upcoming Sessions

| | | |
|--------------------|-------------------|----------|
| 08-19 Jul 2024 | Istanbul - Turkey | \$11,900 |
| 21 Oct-01 Nov 2024 | Dubai - UAE | \$11,900 |
| 20-31 Jan 2025 | London - UK | \$11,900 |

► Training Details

Training Course Overview

This comprehensive 10-day Anderson training course will transform the way you think about and manage yourself and your time, organise and prioritise your work and life tasks, as well as manage and lead the people you work with. These skills will develop more efficient and motivated individuals and teams, enabling increased outputs and productivity in any business area.

Businesses and organisations need to find more productive and innovative methods of planning, creating and achieving results, as well as tools for communicating, decision making and making the best of use everyone's precious time and energy. This training course focuses on practical methodologies and as well as leading edge personal development strategies to allow you and your team to move to the next level of achievement and satisfaction at work.

The Structure

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - [Effective Time, Task & Work Planning](#)

Module 2 - [Goal Setting, Planning & Decision Making](#)

Training Course Objectives

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

- Understand and develop the skills necessary to plan, set smart goals and reach deadlines without stress
- Utilise a variety of methods to improve decision making, problem solving and creative thinking
- Identify tasks that can be eliminated, prioritised, or delegated and become a master time and task manager
- Analyse situations that hinder performance and identify techniques to overcome them
- Develop the Interpersonal and emotional intelligence to create better team work and relationships

Designed for

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

- ▶ Anyone who desires to learn practical management techniques that will assist them in making good decisions, setting personal and team goals and develop personal and team plans
- ▶ Line and functional Managers, Team Leaders and Supervisors in organisations of all sizes
- ▶ Intermediate and advanced level Managers, Team Leaders and Supervisors within all sectors, private and public, profit and not-for-profit
- ▶ Professionals who needs to become more effective and efficient in time management and planning

▶ Training Details

Module 1: Effective Time, Task & Work Planning

Day One: Getting Organised with Your Time, Tasks and Office Systems

- ▶ Assess your productivity and identify areas for improvement
- ▶ Activity logs, effective to-do lists and action programs
- ▶ Managing your workflow, files, emails and office effectively
- ▶ Prioritising events using the urgent/important matrix
- ▶ Using leverage to get a greater return from your effort

Day Two: Achieving Results through Planning, Prioritizing and Delegation

- ▶ Multiple applications for Mind mapping, and creating your first one
- ▶ Utilising Gantt charts for sequencing events in project work
- ▶ Effective scheduling – planning to make the best use of your time
- ▶ Goal setting and meeting multiple deadlines
- ▶ Assessing your delegating skills and improving effectiveness

Day Three: Overcoming Challenges in Time, Task, Work Planning

- ▶ Managing interruptions and minimizing distractions
- ▶ Dealing with late, disorganized or difficult people
- ▶ Managing conflicting priorities and last-minute changes
- ▶ Understand procrastination and develop strategies to overcome it
- ▶ Running productive team meetings and making group decisions

Day Four: Achieving Results through Collaboration

- ▶ Leading teams and improving their effectiveness
- ▶ Develop vital, effective communication skills
- ▶ Applying Emotional Intelligence to improve relationships
- ▶ The art of concise clear conversations
- ▶ Listening and giving feedback

Day Five: Successful Self-Management

- ▶ How to energise and motivate yourself
- ▶ Managing your stress and achieving work-life balance
- ▶ Improving your concentration and focus
- ▶ Increasing self-discipline, breaking bad habits and negative behaviours
- ▶ The effective habits of a good time task manager

Module 2: Goal Setting, Planning & Decision Making

Day Six: 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 Seven: 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 Eight: 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 Nine: 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 Ten: 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

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

Email: inhouse@anderson.ae

Anderson
Executive Development Centre

P.O Box 74589, Dubai, United Arab Emirates

Web: www.anderson.ae

Email: info@anderson.ae

Phone: +971 4 365 8363

Fax: +971 4 360 4759

©2024. Material published by Anderson shown here is copyrighted.

All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.