

Management Skills & Techniques Effective Goal Setting, Planning & Task Management

Date	(\$)Fees
02 March -06 March 2025 Kuala Lumpur	3500

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Why Choose this Training Course?

This comprehensive 10-day course will enhance the way you manage yourself effectively within your own time constraints, how to better organize and prioritize your work/life tasks, as well as the people you manage. These skills will develop a more efficient and motivated individual, enabling increased outputs and productivity in any business area.

Businesses and organizations need to find more productive methods of planning, more appropriate goals and effective means of making decisions. This course focuses on using productive practices allowing for effective and efficient management of work and making changes and continuous improvements in the organization.

This course will feature:

- Analysis and understanding change, in all its facets
- Time analysis, delegation, prioritization
- Techniques for creating effective work plans for individuals and teams
- Interpersonal and emotional intelligence to create better team work
- Logical and intuitive decision making and problem solving techniques

The Structure

This comprehensive 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](#)

What are the Goals?

By the end of this course, participants will be able to:

- Understand and develop skills necessary to set goals and complete work on time

- Use basic planning process tools to plan work strategy
- Utilize a variety of methods to improve decision making and problem solving
- Identify tasks that can be eliminated, prioritized, or delegated
- Analyse situations that hinder their performance and identify techniques to overcome them

Who is this Training Course for?

This 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 organizations 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

How will this Training Course be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. 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.



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