MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

GOAL SETTING, PLANNING AND DECISION MAKING

"Achieve Clarity, Prioritize Effectively, and Make Confident Decisions for Success."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

Success in both personal and professional life depends on the ability to set clear goals, develop actionable plans, and make informed decisions. Without these skills, efforts can become scattered, priorities unclear, and opportunities missed.

The Goal Setting, Planning and Decision Making course equips participants with practical techniques to define objectives, structure plans, and evaluate options systematically. Participants will learn to prioritize effectively, overcome obstacles, and make decisions that lead to measurable results. This course is ideal for professionals aiming to enhance productivity, strategic thinking, and problem-solving capabilities.

Objectives

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

- Understand the principles and importance of goal setting, planning, and decision making.
- Define clear, measurable, and achievable goals.
- Develop structured action plans to achieve objectives efficiently.
- Apply prioritization techniques to manage tasks effectively.
- Evaluate options and make informed decisions under uncertainty.
- Anticipate challenges and develop contingency strategies.
- Enhance critical thinking and problem-solving skills.
- Integrate goal-setting, planning, and decision-making processes into daily workflows.

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Why Attend

Professionals who master goal setting, planning, and decision making achieve higher efficiency, improved focus, and better outcomes. This course provides participants with practical tools and techniques to manage priorities, optimize resources, and make confident, data-driven decisions. Participants will leave with actionable strategies to achieve both personal and organizational success.

Target Audience

This course is suitable for:

- Employees at all levels seeking to improve productivity and focus
- Managers and Team Leaders responsible for decision-making and planning
- Project Coordinators and Supervisors
- Entrepreneurs and Business Owners
- Professionals seeking structured approaches to goal setting and problem-solving

Individual Benefits

- Develop clarity in defining personal and professional goals.
- Enhance planning and organizational skills.
- Improve decision-making confidence and effectiveness.
- Learn to prioritize tasks and manage time efficiently.
- Strengthen problem-solving and critical thinking capabilities.
- Achieve measurable results consistently and systematically.

Organizational Benefits

- Improve alignment between individual and organizational objectives.
- Enhance team productivity and project efficiency.
- Foster a culture of proactive planning and informed decision-making.
- Reduce errors, delays, and resource wastage.
- Support effective project management and operational excellence.
- Strengthen strategic and tactical organizational capabilities.

Instructional Methodology

The program uses a practical, interactive approach, including:

- Instructor-led presentations and discussions
- Self-assessment and goal-setting exercises
- Case studies and real-world scenario analysis
- Group exercises to practice planning and decision-making
- Problem-solving and prioritization workshops
- Development of personal and team action plans

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Course Outline

Module 1: Introduction to Goal Setting, Planning, and Decision Making

Module 2: Principles of Effective Goal Setting

Module 3: SMART Goals and Performance Metrics

Module 4: Planning Techniques and Action Plan Development

Module 5: Prioritization Strategies and Time Management

Module 6: Decision-Making Frameworks and Techniques

Module 7: Problem-Solving and Critical Thinking

Module 8: Risk Assessment and Contingency Planning

Module 9: Monitoring Progress and Adjusting Plans

Module 10: Capstone Exercise – Developing a Personal and Team Goal & Decision Plan

Certification

Upon successful completion, participants will receive a Certificate in Goal Setting, Planning and Decision Making, recognizing their ability to set objectives, plan effectively, and make confident, informed decisions for personal and organizational success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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