Goal Setting, Planning, Decision Making & Creative Problem Solving

تحديد الأهداف والتخطيط واتخاذ القرارات الايجابية وإيجاد الحلول للمشكلات

30 August – 03 September 2020

Dubai / United Arab Emirates

A Member of:

PROJACS ACADEMY

ProjacsAcademy.com

Goal Setting, Planning, Decision Making & Creative Problem Solving
تحديد الأهداف والتخطيط واتخاذ القرارات الايجابية وإيجاد الحلول للمشكلات

30 August – 03 September 2020,   Dubai / United Arab Emirates

Introduction

The accomplishment of anything great begins with clear goals. While most people would readily agree with this statement, it is amazing how many people lack goals in both their personal and professional lives. Some studies have found that up to 90% of the population do not set goals. Often, these people do not really know what a goal is or how to go about setting one. Well-defined goals are part fantasy and part pragmatism. If you can dream, conceive, and believe, then you can achieve your goals.

There is a procedure for setting and reaching your goals. You will learn what it takes to be a great goal setter and goal achiever. Whether, your goals are financial, business, educational, family, physical, social, spiritual, or recreational, you will be successful if you follow this process.
Imagine increasing productivity, reducing waste and improving customer satisfaction by developing a process for effectively solving problems and decision making.
These benefits and many others are the excellent reasons to learn the creative problem solving techniques outlined and build a toolkit for solving problems and decision making that form part of everyday life in today's organization.

Objectives

The objective of this intensive course is to provide participants with technical knowledge and practical training on the methodologies and tools of Goal setting, problem solving and Decision Making.
The course will focus on developing and upgrading diagnostic problem skills. The course will also emphasize the models and processes of decision making.

Who Should Attend?

- Managers,
- professionals,
- Any person who is looking for the best techniques to solve any problems related to their works and who is admiring to make the most efficient decisions to achieve the best desired objectives

Setting Goal and planning actions

- Introduction
- Defining Success
- Why People Don't Set Goals
- **The Goal-Setting Process**
  - Step One: Create a Vision
  - Step Two: Decide on Actions
  - Step Three: Identify Roadblocks
  - Step Four: List the Benefits
  - Step Five: Write the Goal
  - Step Six: Design an Action Plan
  - Setting Goals With Employees

Problem solving

- **Problem Solving Introduction**
  - The ideal Problem solver
  - How Can a Team Leader Apply the Basic Principles?
  - The ideal Problem solver
  - A Nine-step Problem-solving Model
- **Finding-and Solving-Problems**
  - Practicable Application in Problem Solving
  - PROBLEM SEVERITY
    - Routine vs. non-routine.
    - Short-term vs. long-term impact.
    - Degree of external vs. internal influence.
    - Susceptibility to quantification.
  - Problem Definition
  - Search For Causes
  - Analysis Stage
  - Learn From The Past
  - Search For Solutions
  - Variations of Brainstorming
  - A Four-step Approach To Problem-solving
    - **Preparation,**
    - **Digestion,**
      - Causes of work problem
    - **Incubation, and**
      - Techniques to Stimulate the Unconscious

- **Illumination.**
  - Five Step Technique for Generating Creative Ideas
  - Brainstorming
  - A FINAL NOTE
  - The FADE Approach in Problem Solving
  - Problem solving techniques
    - What is Root Cause Analysis ?
    - Ishikawa" Fishbone "Diagram
    - Example Fishbone Diagram
  - The Relationship Between Problem Solving and Decision Making

Creativity

- **Concept of Creativity**
  - Defining the concept of creativity in a business context.
  - Explaining the link between creativity, Innovation and Emotional Intelligence.
  - Describing the various types of creativity and their significance in the workplace.
  - Identifying the ways and means to stimulate own creativity to achieve better results.
  - Promoting creativity and applying this concept while performing the job.
  - Providing some valuable tips and advice on how to be creative.

Decision Making

- The Decision-making Process
- Brainstorming Principles
- Drill down
- Decision-Making Styles
- Decision-Making Model
- Creative Group Problem Solving and Decision Making
- Techniques for Generating Creative Alternatives
- Advantages and Disadvantages of Group Decision Making
- The Normative Leadership- decision making model
  - Normative Leadership Time-Driven Model
  - The Time-Driven Model
  - The Development-Driven Model
  - Computerized Normative Model
  - Does Decision Making Apply Globally?

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:
- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **2,950USD**
  VAT is Excluded If Applicable

مقدمة

إنجاز أي شيء عظيم يبدأ مع أهداف واضحة. والبالرغم من أن معظم الناس سوف يتفقون بسهولة مع هذج المقولة، الا انه من المدهش افتقار كثير من الناس الى الاهداف سواء ى في حياتهم الشخصية والمهنية. وقد وجدت بعض الدراسات أن ما يصل إلى 90٪ من السكان لا تضع الأهداف. في كثير من الأحيان، هؤلاء الناس لا يعرفون حقا ما هو الهدف أو كيفية التوجه نحو وضع هدف. وتعد الأهداف واضحة المعالم هي جزء من الخيال وجزء من البراغماتية. إذا كنت تستطيع الحلم، تصور،....، وأمن.......، ثم يمكنك تحقيق أهدافك.

هناك إجراء لتحديد وتحقيق أهدافك. سوف تتعلم ما يلزم لتكون ليس فقط واضعا للهدف ولكن منجزا له فى نفس الوقت. سواء ما إذا كان أهدافك مالية، أو خاصة بالأعمال التجارية، أوالتعليمية، أوخاصة بالأسرة، جسمانية أوالاجتماعية أوالروحية، أو الترفيهية، سوف تنجح اذا أتبعت هذه العملية.

تخيل زيادة الإنتاجية، والحد من النفايات وتحسين رضا العملاء من خلال تطوير عملية حل المشاكل بشكل فعال واتخاذ القرارات.
هذه الفوائد وغيرها الكثير هي أسباب ممتازة لتعلم تقنيات حل المشكلة الموضحة الإبداعية وبناء مجموعة أدوات من أجل حل المشاكل واتخاذ القرارات التي تشكل جزءا من الحياة اليومية في المؤسسة اليوم.

أهداف البرنامج

والهدف من هذه الدورة المكثفة هو تزويد المشاركين بالمعرفة التقنية والتدريب العملي على منهجيات وأدوات وضع الاهداف وحل المشكلات واتخاذ القرارات.
وستركز الدورة على تطوير ورفع مستوى المهارات تشخيص المشكلة. وبطبيعة الحال سوف تركزأيضا التأكيد على النماذج وعمليات صنع القرار.

الحضور

- المدراء،
- المهنيين،
- أي شخص الذي يبحث عن أفضل التقنيات من اجل حل المشاكل التى تتعلق بأعمالهم والذي يعجب لاتخاذ القرارات الأكثر فعالية لتحقيق افضل الأهداف المرجوة