

Skills in Goal Setting and Work Planning

Nov 04 – 06, 2024 **Venue: PIM, Karachi** **Rs. 41,000/=**

Oct 02 – 04, 2024 **Venue: PIM, Lahore.** **Rs. 41,000/=**

Dec 16 – 18, 2024 **Venue: PIM, Islamabad.** **Rs. 41,000/=**

Course Description

Efficient running of an organization's work system requires mobilization of all kind of resources available. System support makes it possible to utilize these resources to their optimum level. Those managers who possess the skill of goal setting for themselves and their subordinates ultimately succeed in achieving high result in their organization. Dependence in managers or others for goal setting generally ends up in the organizational retardation and organizational objectives are not totally achieved. The modern manager therefore, must possess the skill of goal setting and be able to practice it in the organization to achieve the organizational goals and the goals of his job.

LEARNING OUTCOMES

- Analyze existing job portfolio and relate with the organizational objectives.
- Acquire reasonable skills to battle against the threats of the competitive work environment.
- Accessing ongoing project goals and setting improvement goals for future jobs
- Setting up quantitative goals & negotiating goals with their subordinates.

WHO MUST ATTEND?

Managers, Supervisors, team leaders and administrative personnel, who likes to add value to their organizations, through personal productivity and efficiency.

COURSE CONTENTS:

- Goal & purpose of setting goals
- Elements of a goal statement
- Characteristic of an effective goal
- Process of setting SMART goals
- Planning Process
- Operating Plans and Budgets
- Controls & types of controls
- PERT,CPM,GANTT Chart

FOR DETAILS AND REGISTRATION

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