

GOAL SETTING, PLANNING, AND DECISION MAKING



GENTEX[®]
TRAINING CENTER



Introduction

Goal Setting, Planning, and Decision Making develops the practical discipline that turns intention into delivery. Most people and teams do not fail for lack of ambition; they fail because goals are vague, plans are unrealistic, and decisions are made without structure. This Goal Setting, Planning, and Decision Making Training Course builds those three capabilities together. Participants examine goal frameworks, planning methods, resource and risk planning, and structured decision techniques. Furthermore, the course covers SMART goals, OKRs, work breakdown structures, Gantt charts, and the decision quality framework. It also addresses bias, prioritisation, and reviewing progress honestly. As a result, participants leave with a working method they can apply to the next quarter they plan.

Goal Setting, Planning, and Decision Making Course Objectives

- Set goals using SMART criteria and the OKR framework.
- Align individual, team, and organisational objectives through cascading goals.
- Plan work using work breakdown structures and Gantt charts.
- Estimate time, cost, and resource requirements with structured methods.
- Apply the Eisenhower matrix to prioritise competing demands.
- Build plans that address dependencies, constraints, and critical paths.
- Assess risk using risk registers and mitigation planning.
- Apply the decision quality framework to structured option analysis.
- Use costbenefit analysis and decision matrices to compare options.
- Review progress with KPIs and control cycles such as PDCA.

Course Methodology



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The course applies interactive, practice-based methods:

- Facilitated workshops on live planning and decision challenges.
- Case studies of well-planned and poorly planned initiatives.
- Hands-on work with goal setting, WBS, and Gantt chart exercises.
- Simulation of a decision meeting with competing options.
- Group problem-solving on prioritisation and risk planning.
- Action planning that converts each technique into a working routine.

Who Should Take This Course

- Managers, supervisors, and team leaders.
- Project and program managers.
- Business planners and analysts.
- Department heads and functional managers.
- HR, operations, and administrative professionals.
- Professionals responsible for delivering plans and targets.

Goal Setting, Planning, and Decision Making Course Outlines

Day 1: Foundations of Goal Setting

- Distinguishing goals, objectives, targets, and tasks.
- Writing SMART goals with clear success measures.
- Applying the OKR framework to team and individual goals.
- Aligning goals with organisational strategy.
- Setting leading and lagging indicators.



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- Avoiding common goal-setting errors and vanity targets.
- Setting your own goals for the next planning period.

Day 2: Planning and Work Breakdown

- Breaking work into deliverables and tasks with a WBS.
- Sequencing activities and identifying dependencies.
- Estimating duration, effort, and cost realistically.
- Building Gantt charts with milestones and critical path.
- Allocating resources and managing capacity.
- Building contingency and buffer into plans.
- Creating a plan for a real work assignment.

Day 3: Prioritisation and Decision-Making

- Applying the Eisenhower matrix to urgent and important work.
- Prioritising with impact, effort, and value criteria.
- Applying the decision quality framework to real choices.
- Comparing options with decision matrices and weighted scoring.
- Using costbenefit analysis and expected value.
- Recognizing bias in planning and decision-making.
- Practising a structured decision in a simulation.

Day 4: Risk, Control, and Progress Review

- Building risk registers with likelihood and impact ratings.
- Planning mitigation, contingency, and ownership.
- Applying PDCA and control cycles to plan execution.



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- Using KPIs, milestones, and progress reviews.
- Handling slippage, scope change, and re-planning.
- Communicating progress and issues honestly.
- Designing a progress review routine.

Day 5: Execution, Accountability, and Review

- Translating plans into weekly and daily actions.
- Applying time-blocking and focus management.
- Holding yourself and others accountable to commitments.
- Documenting decisions, assumptions, and rationale.
- Reviewing outcomes with structured after-action analysis.
- Learning from plan variance and updating methods.
- Finalizing a personal goal and planning action plan.

Conclusion

By successfully completing Goal Setting, Planning, and Decision Making, participants will have acquired practical knowledge of goal setting, work breakdown and scheduling, prioritisation, structured decision-making, risk planning, and progress review. They will have gained skills in SMART and OKR goal setting, planning and scheduling with WBS and Gantt charts, structured decision-making and option appraisal, and risk control with progress review, plus a personal action plan. Gentex Training Center designed this program to help professionals turn plans into delivered results.

FAQs





Q1 What is the "Goal Setting, Planning, and Decision Making" course about?

It builds the discipline that turns intention into delivery. Participants study SMART goals and OKRs, work breakdown structures, Gantt charts, prioritisation, structured decision-making, risk planning, and progress review cycles.

Q2 What are the key benefits of the "Goal Setting, Planning, and Decision Making" course?

Participants gain clearer goals, more realistic plans, and faster better-structured decisions. Teams also see fewer missed deadlines, better use of resources, earlier visibility of slippage, and accountability that holds without extra pressure.

Q3 What skills will I gain from the "Goal Setting, Planning, and Decision Making" course?

You will develop four core skills: SMART and OKR goal setting, planning and scheduling with WBS and Gantt charts, structured decision-making and option appraisal, and risk control with progress review.



Q4 What tools, methods, or standards are covered in the "Goal Setting, Planning, and Decision Making" course?

The course covers SMART criteria, the OKR framework, leading and lagging indicators, work breakdown structures, Gantt charts and critical path analysis, resource and capacity planning, the Eisenhower matrix, the decision quality framework, decision matrices and weighted scoring, costbenefit analysis, expected value, risk registers, PDCA control cycles, and after-action review methods.

Q5 How is the "Goal Setting, Planning, and Decision Making" course applied in real-world practice?

Participants apply the methods to live work tasks, such as setting quarterly OKRs, building a WBS and schedule for a deliverable, prioritising a competing workload, running a structured option decision, and reviewing a plan against actual results. Each module ends with an action commitment, so learning transfers directly into daily work.