

GOAL SETTING

Goal setting is an effective method to achieve objectives and to motivate staff as well as a means to objectively measure performance. In order to be effective, goals need to be thought through ensuring they create enough challenge while still being realistically achievable. Often managers can fall into the trap of defining goals as statements on a job description. Goals need to be tailored to the individual and the objective to be achieved in order to have the most impact. Learn how to set goals that are well formulated and provide the needed incentive to make them reality.

Learning Objectives:

- Identify key responsibilities and how to set goals against them
- Understand the elements of effective goals
- Learn techniques to manage individual performance against goals once set
- Practice writing goals and gaining commitment

Who Should Attend:

People managers and anyone who needs to set goals for a team or project.

How Will Participants Benefit:

- Create increased purpose for their staff
- Improve their focus and become more organized in achieving objectives
- Build motivation
- Create accountability
- Take an active role in developing staff

Delivery Method:

Lecture, group discussion, exercises and role-play.

Duration: Three hours