



computer training options

Goals and Goal Setting

Learning Outcomes:

After this course, students will have the knowledge to:

- Define the terms mission, goal, and objective and identify the elements of a well-written goal.
- Discuss the roles of leaders and individuals in the goal-setting process and identify the benefits and drawbacks of top-down and bottom-up goal setting.
- Identify opportunities for finding goals and document goals by using the S.M.A.R.T. method.
- Develop a goal, create an action plan to achieve it, and overcome common obstacles along the way.
- Implement, monitor, and revise a goal action plan to achieve a goal.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

Course Content

What is a Goal?

Goals
Missions
Objectives
Goals and objectives pyramids

Who Sets Goals?

Who sets goals is important
Roles and responsibilities
The goal setting process
The ownership issue
Adopt and adapt the goal

Identifying and Documenting Goals

Goal identification and documentation
Task 1: identifying goal opportunities
Task 2: writing S.M.A.R.T. goal statements

Goal Development and Planning

Goal development
Actions plans
Obstacles to goal achievement

Goal Achievement

Taking action
Overview: comprehensive goal foundation

Computer Training Options

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Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au