

Course Title: Goal setting for achievement

Course Length: Half Day Workshop

Available as: Open Course / In Company

Course aim:

Through a practical and focused workshop environment Give delegates the tools and a system to follow to ensure that they not only set goals in their work and personal life but know how to ensure they continue the process to achievement.

Objectives:

- To determine and record personal goals and work goals
- To have a written plan to achieve these goals
- To be able to repeat the process outside of the workshop

Designed for:

- Anyone who wants to achieve more

Key points:

- The Purpose of goal setting for the individual. Goals, missions and objectives
- Using SMART to set goals, prioritising and recording
- Obstacles to achieving goals, Using the W.I.I.F.M(what's in it for me) process to formulate an action plan
- Monitoring and revising objectives based on your changing environment

The workshop will focus on the practical steps to achieving goals. Delegates will be expected to work in groups and on their own throughout the day.