

Goal Setting & Achieving Outcomes

Duration: 1 day

Failure to plan is planning to fail. Setting goals is the first step to making our dreams become a reality and providing us with a framework against which we can truly evaluate our progress and performance. Within the business environment, goals reflect what is important to the organization and provide a guideline on what is expected of individuals and teams. The goals of an organization or team will largely determine how that organization or team is structured in order to ensure optimal performance in pursuit of achieving the specified goals.

In this workshop we look at the process of Setting Goals right through to the action required in order to achieve the desired outcomes. Participants will walk out of this workshop empowered with the tools and knowledge to get the results they desire both in their personal and professional lives.

Learning outcomes:

After completion of this course, you will be well-equipped to:

- Identify what's important to you in your life, your career and your organisation
- Understand the difference between goals and objectives
- Use the Goal Setting tools and techniques to map out your organisation's and team's goals for the short-term and long-term
- Understand the dynamics of team goal setting
- Use goal setting activities and appropriate language to define your professional short-term and long-term goals
- Use motivating techniques to help you achieve your goals
- Understand how to deal with setbacks

Topics covered in the course:

Module 1: Introduction to Goal Setting & Achieving Outcomes

- ❖ The principles of Goal Setting & Achieving Outcomes
- ❖ The importance of goal setting in an organisation
- ❖ Self-Awareness & Understanding - identifying your values and creating a personal vision statement
- ❖ The role of a mentor or coach

Module 2: Laying the Foundation

- ❖ Goal Setting in the Strategic Planning Process
- ❖ Working through various Goal Setting & Outcomes tools and techniques such as the SMART model, the SMARRTER model, the GROW model, Getting Things Done and the NLP Well Formed Outcome Model among others.
- ❖ Practical session in which participants will identify areas of their life they want to set goals for and get some practice in writing short and long-term goals.

Module 3: Dynamics of Setting Goals as a Team

- ❖ Understanding the dynamics of setting goals as a team
- ❖ Achieving outcomes within a team environment

Module 4: Motivation & Action

- ❖ Ways to motivate oneself and beat procrastination
- ❖ Exploring visualization techniques, action plans, and support systems
- ❖ Strategies on how to deal with and overcome Setbacks
- ❖ The importance and tools of tracking progress

Module 5: What's Your Plan?

- ❖ Creating your own plan and setting your personal and professional goals