

Goal setting *skills*

**GOAL SETTING HAS BEEN PROVEN TO BE
A MORE EFFECTIVE METHOD OF ACHIEVING
TARGETS AS OPPOSED TO ASPIRATIONS.**

Goal setting can be described as a personal planning process. It helps participants to identify what they want to achieve in their personal life and/or their professional life. Goal setting has been proven to be a more effective method of achieving targets as opposed to aspirations. In order to be able to achieve your lifetime goals, it is important to set them effectively.

Action Plan

1. How to start the Goal Setting process.
2. How to set a 10-20 year plan consisting of smaller goals that will help you achieve your lifetime goals.
3. How to set a 5 year, 1 year, 6 month and a 1 month plan to achieve the smaller goals.
4. How to easily incorporate your goals into your daily activities.
5. How to make your goals positive and inspirational.
6. How to be clear and precise about what you want to achieve.
7. How to create **SMART** goals.
8. Goal setting metrics that will keep you focused when motivation is low.



Key learning outcomes

Your **Goal Setting Skills** program will give participants the skills to:

- Understand the meaning and importance of “Goal Setting”.
- Understand the psychology of Goal Setting.
- Start the Goal Setting process.
- Understand the crucial difference between aspirations and goals.
- Set personal and professional goals.
- Look at your life roles and what services you can provide other people.
- Use time management techniques to achieve your goals on time.
- Include other stakeholders into your goals to act as coaches.
- Build human frailty into long term goals.
- Reward your success to motivate you further.

Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 12 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be adapted to meet your requirements.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEO's.

If you would like more information on this training program, please contact:
Melinda Kavanagh - Marketing Manager 03 9805 8000 Email: mkavanagh@preftrain.com
or visit our website today.

www.preftrain.com

