



# GOAL SETTING

"A goal without a plan is just a wish." - Antoine de Saint-Exupéry

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. Setting and achieving goals is an essential skill for personal and professional growth. 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. This program will guide you through the process of setting clear, achievable goals that align with your personal and professional aspirations.

## Key Course Content:

- How to start the Goal Setting process.
- How to set a 10 to 20 year plan consisting of smaller goals that will help you achieve your lifetime goals.
- Techniques for prioritising goals and breaking them down into smaller, manageable steps - How to easily incorporate your goals into your daily activities.
- How to make your goals positive and inspirational.
- How to be clear and precise about what you want to achieve.
- Ability to identify specific, measurable, achievable, relevant, and time-bound (SMART) goals
- Goal setting metrics that will keep you focused when motivation is low.
- Learning how to track progress and make adjustments to goals if needed



## Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



## Duration:

This course is available as a 1-day course or a truncated ½ -day course.



## Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



## Group Size:

We recommend a group size of 4-10 people.