

Goal Setting

Content Outline: [1 Day Workshop]

Background

Many managers struggle to identify high-priority performance goals that prompt positive employee action, and fail to create a development plan that includes employee input and buy-in. As a result, employees often fail to follow through on implementing the feedback provided during a conversation about performance, and assignments completed by employees sometimes fall short of expectations.

Approaching Goals Setting In A SMART Way!

Collaborative goal setting is an investment that pays off by helping the manager and employee come to agreement on high-priority objectives. Through the development of SMART Goals, managers can transform good employees into great employees, and improve the performance of underperformers. SMART Goals also convert organizational, departmental and functional objectives into personal employee goals.

Workshop Outline & Takeaways!

1. Enabling Employees To Shed EGO [Expectations - Goals - Objectives] & Vision - Mission - Values - Strategy - Execution Alignment
2. Coaching how to write straightforward, real-time goals by understanding and using the SMART elements;
3. Differentiating SMART from Non-SMART Goals Across Performance Management & Talent Utilization Life Cycle;
4. Action Verbs, Template, Worksheet & Framework For SMART Goals & Go Beyond to become SMARTER with Ethics & Records / Risks / Rewards;
5. Manage By Objectives [MBO] & Don't Manage By Objections: Learn when and how to break down larger objectives into smaller, "bite-sized" parts to enable milestones to be met along the way;
6. Learn to prioritize goals to allow employees to know which are the most important to the department and organization;
7. Learn how to collaboratively involve the employee in the goal-setting process, establishing when and who will be responsible for intermittent check-ins on goal status by RACI - Responsibility Charting & WAR [Work Allocation / Weekly Assessment - Reports];
8. Conclude formal or as-needed performance discussions and assessment utilizing a questionnaire approach to check in with employees on their SMART Goal Status

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SMART Goal - Workshop Perspectives

A SMART Goal is a statement that describes a specific objective the employee undertakes to fulfill within a specified time period. It is (S)pecific, (M)easurable, (A)ttainable and (R)esults-oriented/relevant and (T)ime bound. SMART Goals provide detailed steps required to accomplish the goal, the timeline for completion and any new skills for development in order to achieve absolute clarity and agreement between the manager and employee as to what will be done by when.

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