

## Live Webinar - Setting Meaningful Goals and Objectives

**Course Duration:** 2 – 2.5 hours

### **About this course**

Goals and objectives in the workplace provide guidance and direction; facilitate planning; motivate and inspire employees; and help organisations evaluate and control performance. This workshop will explore how to set goals and objectives for optimum performance.

### **Course Objectives**

By the end of the workshop, delegates will be able to:

- understand the link between organisation strategy and individual objectives
- create and agree clear and concise SMART objectives for their team members
- hold discussions around objective-setting confidently and effectively
- manage individuals' performance to ensure objectives are achieved

### **Course Content**

- Why have goals and objectives?
- The importance of the team having a common sense of purpose that supports the overall vision and strategy of the organisation
- How the vision and strategy are translated into objectives for the team
- Creating and agreeing objectives
- The importance of SMART objectives
- Discussing and agreeing
- Reviewing objectives