

## **DAY 1**

### **Introduction to Goal Setting and OKRs**

- Introduction to goal setting: Understanding the importance of setting clear and actionable goals.
- Goal setting psychology and examples in the modern organisation.
- Introduction to OKRs: and its role in performance management.
- Benefits of OKRs: Explaining the advantages of using OKRs to align teams and drive results.
- Creating measurable key results: examples and models
- Using key results that serve as performance indicators,
- Using OKR's for enabling teams to track progress and measure success.
- Aligning OKRs with strategy: Establishing the connection between organizational strategy and individual/team OKRs.

## **DAY 2**

### **Defining Effective Objectives**

- Characteristics of effective objectives that are clear and compelling.
- Crafting performance-boosting objectives: Guiding participants in formulating clear and inspiring objectives that align with organizational goals.
- Setting challenging but achievable goals with OKR's for teams and individuals
- Setting meaningful key results: strategies for creating measurable and challenging
- Case studies and examples of how key results can drive performance.
- OKRs and employee development: Exploring the relationship between OKRs and professional growth.

## **DAY 3**

### **Communication and Alignment with OKRs**

- Cascading OKRs: Exploring the process of cascading OKRs from top-level objectives to individual team members' goals
- Strategies for communicating objectives, goals, and OKRs to teams.
- Importance of clear and consistent communication for goal alignment.
- Techniques for cascading OKRs from top-level objectives to different teams and individuals.
- OKR implementation process: Step-by-step guide to introducing OKRs within an organization.

- OKR review cycles: Exploring the cadence and frequency of OKR check-ins, updates, and evaluations.

## **DAY 4**

### **Coaching and Performance Improvement with OKRs**

- Coaching skills to support employees in achieving their objectives.
- Providing constructive feedback, guidance, and motivation using OKRs.
- Leveraging OKRs to identify performance gaps and opportunities for growth.
- Strategies for using OKRs as a basis for continuous improvement initiatives.
- Effective performance tracking: Discussing tools and techniques to monitor and measure progress towards key results.
- Building accountability: Strategies to foster accountability and ownership among team members.
- Handling challenges and setbacks: Addressing common issues that may arise during OKR implementation and providing solutions.
- Case study analysis: Analyzing real-world examples of successful OKR implementations and performance improvements.

## **DAY 5**

### **Performance Review, Feedback, and Future-Proofing**

- Conducting effective performance reviews based on OKRs and key results.
- Encouraging self-assessment, reflection, and collaborative goal-setting.
- Exploring the role of OKRs in adapting to changing business landscapes.
- Strategies for using OKRs to foster agility, innovation, and resilience.
- Role of key results: Understanding how measurable key results contribute to tracking progress and success..
- Continuous improvement: Discussing how OKRs contribute to a culture of continuous improvement and adaptability.
- Group activity: Participants create a mock OKR framework for a hypothetical project.
- Certificate distribution: Recognizing participants' successful completion of the training course.