

Setting Expectations (Goals)

Course Duration: 16 Hours (2 Days)

Overview

The Setting Expectations or Goals certification is centered on developing the skills required to set achievable and efficient targets in an organizational context. It is all about outlining clear, smart, and realistic goals that align with the company's mission and vision. It is used by industries to drive productivity, enhance performance, and maintain a consistent level of quality. Moreover, it helps industries to motivate their workforce, offer a sense of direction and purpose, and ultimately, fuel the company's growth. Emphasizing on open communication, Feedback loops, and Periodic evaluation of progress, this certification instills foundational strategies for effective goal setting.

Audience Profile

- Business Executives and Managers
- Team Leaders in Office Environments
- Human Resources (HR) Professionals
- Entrepreneurs and Business Owners
- School Administrators and Educators
- Coaches and Trainers
- Leaders in Non-Profit Organizations
- Supervisors in Corporate Settings
- Aspiring Leaders in Training Programs
- Project Managers Across Various Industries

Course Syllabus

Module 1: Starting the Goal-Setting Process

Module 2: Setting a 10-20-Year Plan with Smaller Goals to Achieve Lifetime Objectives

Module 3: Developing 5-Year, 1-Year, 6-Month, and 1-Month Plans to Attain Smaller Goals

Module 4: Integrating Your Goals into Daily Activities with Ease

Module 5: Making Your Goals Positive and Inspirational

Module 6: Defining Clear and Precise Objectives for Success

Module 7: Creating SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) Goals

Module 8: Using Goal-Setting Metrics to Stay Focused When Motivation Wanes