Goal Setting
in the
Workplace

"A goal without a plan is just a wish."

Antoine de Saint-Exuperys

Key Benefits

Increased goal achievement

Measure progress of activities

Cooperation in getting goals done

Improved efficiency with activities

Motivated employees & teams

Goal Setting Topics

Importance of goal setting

Why we don't set goals

SMART goals

Setting primary & secondary goals

Work & personal goals

Creating action plans

Why Goal Setting?

Leaders lead **more effective teams** if there are **clear, meaningful goals** for employees to follow. Even better is to have employees help set the goals!

By understanding the team's role in the organization, you can **break organizational goals down to the individual level, then identify resource requirements and knowledge gaps**. Once gaps have been identified, you set goals with employees to close the gaps and acquire the knowledge through various approaches.

This **highly interactive session**, supported by written materials, real life case studies and DVDs, enhances the learning experience.