

GOAL SETTING SKILLS

(Non-Accredited)

Duration : Half Day

Delivery Method
Face-to-Face / Virtual / Blended



GOAL SETTING SKILLS

OVERVIEW

This practical workshop equips team leaders, supervisors, and employees with the skills to set clear, realistic, and achievable goals. Participants will learn how to plan effectively, measure progress, manage setbacks, communicate goals clearly, and recognise team members when goals are achieved or exceeded.

1. UNDERSTANDING THE IMPORTANCE OF GOALS

- Why goal setting is important in the workplace
- How goals provide direction, focus, and motivation
- Linking individual and team goals to business objectives

2. MEASURING ACHIEVEMENT AND LEARNING FROM PAST FAILURES

- Tracking progress against agreed goals
- Understanding what contributed to previous successes or failures
- Using past lessons to improve future performance

3. PLANNING AND TIME MANAGEMENT

- Planning tasks and timelines to support goal achievement
- Managing time effectively to stay on track
- Prioritising activities that contribute to key outcomes

4. SETTING REASONABLE AND ACHIEVABLE GOALS

- Creating goals that are realistic and measurable
- Ensuring goals are aligned to available resources and capacity
- Avoiding goals that are unclear, unrealistic, or difficult to track

5. RECTIFYING GOALS THAT ARE GOING OFF TRACK

- Identifying early warning signs when goals are not being met
- Adjusting plans and actions where needed
- Taking corrective steps to get back on track

6. COMMUNICATING ACHIEVABLE GOALS TO MANAGEMENT

- Presenting goals clearly and professionally
- Communicating progress, challenges, and support required
- Ensuring alignment between employees, supervisors, and management

7. RECOGNISING AND PRAISING ACHIEVEMENT

- Acknowledging labourers and team members when goals are achieved
- Encouraging positive performance through recognition
- Celebrating goals that are achieved or exceeded

KEY OUTCOMES

Participants will gain practical tools to set achievable goals, plan effectively, manage time, track progress, adjust goals when needed, communicate clearly with management, and recognise team members for achieving or exceeding targets.