

Goal Setting

Course ref:MN4

Course aims:

- to show delegates why goals matter
- To recognise how to set and use goals
- To build goal setting into everyday business processes
- To help delegates remain focussed on their objectives

Benefits of attending:

- High quality training by experienced management professional
- Practical exercises to support the learning process
- Training can be geared to your individual organisation's situation

Outline of programme:

“If you don't know where you are going, you shouldn't be surprised if you don't get there”.

On this workshop, you will learn:

- Why clear goals are essential in business
- Which types of goals you need to define
- The role of bench marking in goal setting
- What factors you need to consider when setting goals
- How to share your business goals with colleagues and staff
- Ways to identify and outsmart the obstacles
- How to use creative visualisation to keep focused on goals
- Proven techniques for reviewing progress and evaluating success

Duration:

This course normally operates as a 1-day course, depending on the depth required and issues which need to be covered. It can also be run as part of a series, together with Time Management, Management Skills, and Controlling the Costs.