

EFFECTIVE GOAL SETTING AND PLANNING SKILL

[Goal Setting and Getting things Done - Driving Growth and Success with Smart Goals]



**"If you aim at
nothing, you will hit
it every time"**

Goals: Vision, Planning, Strategy, Determination and Motivation – All Your Business Need to Success.
This workshop will teach you proven, step-by-step methods for goal-setting, project management and improving your organizational skills.



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BRIEF PROGRAM OVERVIEW

This one-day intensive and interactive Goal Setting training course will help you find a way to make yourself and others more productive, and learn how to clearly define, plan and communicate your goals and how to manage conflict more effectively.

By the end of the course, you will develop a SMART targets and will be able to communicate your aims more confidently. You will be able to quantify your goals and outcomes, as well as to verbally define them.

In addition, this course develops your leadership abilities and performance management skills, so that you'll be able to give practical feedback to those people who are not performing in ways that are consistent with the goal. You will become a true inspirations for the others and act confidently towards your goals.

The most important distinction that separates the successful and the non-successful, is goal focus. The people who define exactly what they want, who write detailed plans for achievement, and back those plans with persistence, are far more likely to succeed than those who do not.

With our Effective Goal-Setting and Planning Skills training course, you'll not only discover this critical component, but dozens of other tools, tips, strategies, fresh ideas and more — all geared toward setting and accomplishing goals easily and painlessly. From setting individual goals to working within the framework of a team environment, we'll help you get past the internal roadblocks and external issues that have hindered you in the past.

COURSE OBJECTIVES

- **Master tips, tricks and secrets** the pros use for effective goal setting
- **Create workable action plans on which** you'll actually follow through
- **Overcome the mental barriers** and roadblocks holding you back
- **Stop feeling overwhelmed** by goals that seem too big, too unwieldy or too complex
- **Set priorities** while remaining flexible and adaptable when change occurs
- **Break goals into manageable steps** and use evaluation tools to monitor progress
- **Contribute fully** to your team's goal-setting and accomplishments
- **Achieve** the goals you've set, both personally and professionally

Imagine the satisfaction of moving confidently toward your goals, accomplishing them with ease and guiding colleagues, coworkers and team members to do the same. It's all possible once you put the principles of this goal setting training class into action!

DURATION: 1 DAY

TRAINING PACK

- Award of Certificate of Participation, Customized Training Materials
- Case Studies and Activities Stimulation

ACCOUNT DETAILS

Bank: First City Monument Bank Plc (FCMB)
Account Name: SuccessDrive Global Consult Ltd
Account Number: 246 809 3010

PROGRAMME CONTENT

Module One: Getting Started

Housekeeping Items
Workshop Objectives
Pre-Assignment
Action Plans and Evaluations

Module Two: Overcoming Procrastination (I)

Eat That Frog!
Just Do It
The 15 Minute Rule
Chop it Up
Case Study

Module Three Overcoming Procrastination (II)

Remove Distractions
Start Small and Build
Reward Yourself
Set Realistic Deadlines
Case Study

Module Four: Four P's of Goals Setting

They Need to be Positive
They Need to be Personal
They Need to be Possible
They Need to be Prioritized
Case Study

Module Five: Improving Motivation

Remember Peak Moments
Write Your Goals Down
Use Gamification
Track Your Progress
Case Study

Module Six: Wise Time Management

Urgent/Important Matrix
The 80/20 Rule
Utilize a Calendar
Create a Ritual
Case Study

Module Seven: Tips for Completing Tasks

One Minute Rule
Five Minute Rule
Break Up Large Tasks
Utilize Technology
Case Study

Module Eight: Increase Your Productivity

Repeat What Works
Get Faster
Remove "Should" from Your Dictionary
Build on Your Successes
Case Study

Module Nine: To Do List Characteristics

Focus on the Important
Chunk, Block, Tackle
Make It a Habit
Plan Ahead
Case Study

Module Ten: SMART Goals

Specific
Measurable
Attainable
Realistic
Timely
Case Study

Module Eleven: Mistakes Will Happen

Accept It
Bouncing Back
Adapt and Learn from Them
If Needed, Ask for Help
Case Study

Module Twelve: Wrapping Up

Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations