Setting Goals Training

For more information, visit our [Setting Goals Training](#) webpage.

COURSE CONTENTS

This training course is broken down into 2 sections

1   Setting Goals

2   Goal Setting in Action

LEARNING OUTCOMES

✅ Understand the importance of setting goals

✅ Gain an introduction to SMART goals, Anti-Goals, and the WOOP method

✅ Learn how and when to review goals

ABOUT THIS COURSE

Goals are absolutely crucial for individuals who want to challenge themselves to complete specific tasks in order to help them achieve something. Without goals, you can end up feeling unmotivated, and that you have little to no control over your life.

Goals help you measure how effectively your time is being spent and help keep you motivated as you measure your progress towards them.

It's also crucial that any goals you set yourself should be 'SMART'. This means they should be Specific, Measurable, Attainable, Relevant, and Time-Bound.

Simply setting a goal such as "Have a good job" isn't a 'SMART' goal, whereas "Become a member of the senior management team by December next year" would be more applicable.

To some, this may all sound a bit daunting. However, you need to know where you want to be in the long run before you can work out what you need to do in the short term to get there.

This course, which is suitable for all levels of employees, covers the importance of setting SMART goals, the best way to set goals, and how/when goals should be reviewed.

[Download our free Soft Skills white paper](#) to learn more about why soft skills are important, what they are, and to take our soft skills self-assessment.