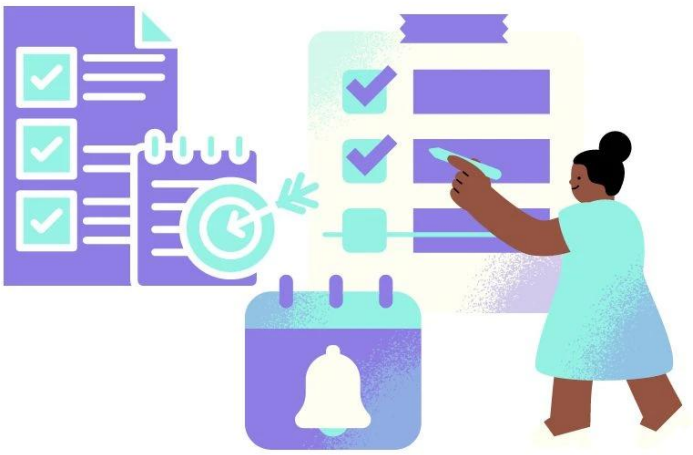
HOLISTIQUE TRAINING



GOAL MANAGEMENT

Goal Management

Duration: 5 Days

Language: en

Course Code: PO4 - 135

Objective

Upon completion of this course, participants will be able to:

- Understand the principles of effective goal-setting and the SMART framework.
- Learn how to align individual and team goals with organisational objectives.
- Develop skills to monitor and track progress toward achieving goals.
- Gain techniques for adjusting goals based on performance and feedback.
- Learn to foster accountability and motivation within teams to achieve goals.
- Implement tools and software for effective goal management and tracking.

Audience

This course is ideal for:

- **Team Leaders and Managers** : Individuals responsible for aligning team efforts with broader organisational objectives and managing team performance.
- **Project Managers** : Professionals tasked with setting clear project goals and ensuring that teams meet deadlines and objectives.
- **HR and Organisational Development Professionals** : Individuals focused on employee development, performance management, and aligning staff goals with company strategy.
- **Entrepreneurs and Business Owners** : Those looking to establish a clear business direction by setting and managing strategic goals.
- **Individuals Seeking Personal Development** : Professionals looking to improve their own productivity goal-setting abilities and focus on achieving personal or career goals.

Training Methodology

This course employs a range of interactive and practical training techniques to ensure participants can apply goal management strategies in their daily work:

- **Instructor-Led Lectures** : Participants will receive comprehensive presentations on the principles of goal management, the SMART framework, and alignment strategies.
- **Workshops and Group Activities** : Practical exercises in setting and aligning goals, monitoring progress, and problem-solving will be conducted in group settings.
- **Case Studies** : Real-world examples and case studies will be analysed to demonstrate how successful organisations use goal management to drive performance.
- **Role-Playing Scenarios** : Participants will practice role-playing exercises to practise setting team goals, providing feedback, and tracking progress.
- **Interactive Quizzes and Assessments** : Regular quizzes and assessments will be incorporated to ensure that participants retain key concepts and techniques.
- **Goal Management Tools** : Participants will receive hands-on training on using software tools and dashboards to set, track, and manage goals effectively.

Summary

Goal management is the process of setting, aligning, tracking, and achieving objectives within an organisation or for personal development. This Goal Management Training Course is designed to provide participants with the skills and tools necessary to set realistic, measurable, and achievable goals that contribute to individual and organisational success. Effective goal management ensures that all team members are aligned with the organisation's broader objectives, leading to improved productivity, accountability, and performance.

Clear goals are critical to maintaining focus and direction in today's fast-paced work environments. This course emphasises the importance of the SMART (Specific, Measurable, Achievable, Relevant, Time-bound) criteria in goal-setting. Participants will learn how to align personal goals with organisational priorities, measure progress, and adapt strategies as needed. The course will also cover tools and techniques for tracking progress, adjusting goals based on feedback, and ensuring team members are motivated and committed to reaching their objectives.

By the end of the course, participants will be equipped with the knowledge to manage goals effectively within their teams or personal workstreams. They will learn how to break down large objectives into manageable tasks, monitor performance regularly, and adapt their approach to overcome obstacles. This course is ideal for professionals looking to improve their goal-setting capabilities, managers aiming to align their teams with organisational objectives, and anyone seeking to enhance productivity through structured goal management.

Course Content & Outline

Section 1: Introduction to Goal Management

- What is Goal Management?
- Importance of Goal Alignment with Organisational Objectives
- Key Benefits of Structured Goal Management

Section 2: Setting Effective Goals

- The SMART Framework: How to Set Specific, Measurable, Achievable, Relevant, and Time-Bound Goals
- Breaking Down Large Goals into Manageable Tasks
- Balancing Short-Term and Long-Term Objectives

Section 3: Aligning Goals with Organisational Strategy

- Connecting Individual Goals with Organisational Priorities
- The Role of Leaders in Ensuring Goal Alignment Across Teams
- Communicating Goals Effectively to Team Members

Section 4: Tracking and Monitoring Progress

- Tools for Monitoring and Measuring Goal Progress
- The Importance of Regular Check-Ins and Feedback Sessions
- Adjusting Goals as Needed Based on Performance and Feedback

Section 5: Fostering Accountability and Motivation

- Creating a Culture of Accountability in Goal Management
- Strategies for Keeping Teams Motivated and Focused on Their Goals
- Recognising and Celebrating Milestones and Achievements

Section 6: Overcoming Obstacles in Goal Achievement

- Identifying Common Barriers to Achieving Goals
- Problem-Solving Techniques for Addressing Obstacles
- Learning from Setbacks and Adapting Goal Strategies

Section 7: Technology and Tools for Goal Management

- Introduction to Software Tools for Goal Setting and Tracking (e.g., Asana, Trello, OKRs tools)
- Utilising Performance Dashboards and Analytics for Progress Tracking
- Integrating Goal Management with Performance Reviews

Section 8: Case Studies and Practical Applications

- Real-World Examples of Successful Goal Management
- Lessons from Organisations that Effectively Align and Achieve Goals
- Applying Goal Management Techniques in Your Team or Organisation

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Management & Leadership, Project Management

Tags

Goal Management, SMART Framework

Related Articles



Goal Management 6 Essential Tips For Success 2025

Discover the importance of goal management and its role in achieving success. This blog post offers practical tips, including setting SMART goals, breaking them down, prioritising, tracking progress, staying accountable, and adapting along the way. Harness the power of effective goal management to transform your aspirations into tangible accomplishments.