

# Goal Setting and Getting things done



Understanding our desires and being able to set goals to achieve those desires is crucial for success. Studies illustrate that goal setting, autosuggestion and correct formulation of goals can significantly boost productivity and the quality of our life. This course helps delegates systematically explore goal setting on low-level day-to-day objectives as well as on a grander scale related to life mission statements, work goals and long-term goals. Participants are introduced to powerful tools and techniques that will move them towards the achievements of their goals quickly and efficiently.



## COURSE TOPICS:

- Module 1 –Goals- Definition and Development
- Module 2 –Cascading and Aligning Goals
- Module 3 – Individual and Collective goals; department and company goals
- Goals- Individual and Organizational
- Module 4 –SMART goals
- Module 5 – Metrics for measuring goals
- Module 6 – How goals connect to performance management
- Module 7 – Delivering performance feedback
- Module 8 – Steps to successful goal setting



This course is offered to you by:



**ACTVET Licensed Training Provider**  
**License No. 0602/2016**

**Duration: 1-day**  
**Time: 9:00 am – 5:00 pm**  
**Fee: AED 1,350 per candidate**

Reach our team for more information and  
course registration

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