

Goal Setting and Team Building

Objective of the course:

Goal setting involves the development of an action plan designed to motivate and guide a person or group toward a goal.

Goal setting can be guided by goal-setting criteria (or rules) such as SMART criteria. Goal setting is a major component of personal development and management literature.

Team building is a collective term for various types of activities used to enhance social relations and define roles within teams, often involving collaborative tasks. It is distinct from team training, which is designed by a combine of business managers, learning and development/OD (Internal or external) and an HR Business Partner (if the role exists) to improve the efficiency, rather than interpersonal relations.

Requirements:

- Have an open mind : To complete the exercises in the workbooks provided
- A will to win in life

Overview:

Everyone has something that they want to achieve. These goals can apply to any part of their lives, and can range from simple to complex. Even on a daily basis, people have goals that they want to reach before the day is over. The nature or complexity of these goals do not always dictate their importance, but they all hold value for the individual who originally set them. Goals shape a person and guide them through different aspects of their life throughout their lifetime. When you think of it that way, don't you want to make sure that you are setting goals as effectively as possible? We all agree that the most important thing is to set the goals when we

want to achieve the same. However, it is equally true that most of us don't have any idea about how to do it? The biggest mistake is to consider the dreams as the goals. We help you in understanding the difference between the dreams and goals.

Attend the 'Making Goals Happen Workshop' and learn it in a step-by-step, systematic manner. We talk about the six areas where you can set the goals.

Why take this course:

This course will explore goal setting for individuals, focusing on different areas of a person's life where goals can be applied. These include goals pertaining to people's personal relationships, their health and well-being, their finances, their professional and educational development, and for their overall lifetime.

What you will learn through these skills:

The course will also look at the different rules and guidelines involved in effective goal setting, planning, and achievement, as well as the value that goal setting has in society and in life. This will include valuable tools and smart practices that can help you out with your own goals, no matter what they are or what they involve.

If you want to get started on effective goal setting and goal achievement, then look no further. You can give yourself and your goals a well-deserved boost with the information found in this course. Are you ready to learn?

Who should be the Audience?

Goal setting is a process that starts with careful consideration of what you want to achieve, and ends with a lot of hard work to actually do it. *To anyone who want to achieve success and do good in personal and professional life, Goal setting and team building is a "MUST DO" exercise.*

Content Outline:

- Chapter 1.** How Goal Setting Exercises Work (1 hour)
- Chapter 2.** What are Goal Setting Tools? (2 hours)
- Chapter 3.** 6 Useful Goal Setting Tools (PDF) (2 hours)
- Chapter 4.** 3 Goal Setting Exercises (PDF) (2 hours)
- Chapter 5.** Planning with Goal Setting Sheets (2 hours)
- Chapter 6.** 16 Useful Sheets for Setting Goals (incl. PDF & Word Printable) (3 hours)
- Chapter 7.** 5 Goal Setting Questions to Ask (1 hour)
- Chapter 8.** 3 Goal Setting Workshop Activities for Adults (2 hours)
- Chapter 9.** 4 Helpful Goal Setting Models (2 hours)
- Chapter 10.** Do Visualization and Meditation Help Goal Setting? (2 hours)
- Chapter 11.** 3 Training Games & Exercises for Goal Setting Workshops (2 hours)
- Chapter 12.** 3 Goal Setting Exercises for Couples (1 hour)
- Chapter 13.** What is Group Goal Setting? (2 hours)
- Chapter 14.** Creating a Goal Setting Workshop Outline (2 hours)
- Chapter 15.** What is a Group Goal Setting Questionnaire? (1 hour)
- Chapter 16.** 4 Group Goal Setting Exercises and Activities (Incl. PDF and worksheets) (2 hours)
- Chapter 17.** A Take-Home Message (1 hour)