

## GOAL SETTING TECHNIQUES

<b>Unit Standard</b>	<b>120308 / 123459</b>
<b>NQF</b>	<b>Level 3-4</b>
<b>Credits</b>	<b>9</b>
<b>Duration</b>	<b>1 Day</b>
<b>Organisational Development Area</b>	<b>All Management Levels</b>

### SYNOPSIS

This course will equip learners with the skills to set goals and incorporate the organisations goals into a realistic measure for individuals and fellow employees.

People (owners, managers and workers) became committed to this goal. But for the change to take place a whole new culture had to be developed. This example typifies why teams need to know how their work fits in with the company goal so that they understand the direction in which they are moving and can look for ways to improve.

Respect for authority meant that workers waited for orders before applying themselves to the task. Their group work ethic meant that no one member of the team wanted to take responsibility for any outcome and no team member wanted to hold the rest.

This course equips the learner with the understanding and skills to apply performance goals to meet department and organisational goals.

### COURSE OUTLINE

- Self-Understanding;
- Your Personal Vision;
- What is in Your Bucket;
- Motivation and needs;
- Self-Assessment of Your Dominant Needs;
- Self-Assessment of Your own Motivation;
- Goal setting and its applications;
- Using SPIRIT and SMART Goals;
- Goal Setting and Quality Management;
- Dealing with Setbacks.

### COURSE OUTCOMES

Upon successful completion of this course learners will have the ability to:

- Understand motivation and how it can distinguish between needs and wants;
- Applying different techniques to enhance individual efficiency in setting goals, by using various tools;
- Demonstrate understanding of the goal setting process;
- Understand your own dominant and motivation needs;
- Apply practical tools to set your goals;
- Deal with setbacks.
- Identify the role of quality management in the business environment as part of the management role of planning.