



# GOAL SETTING & PRIORITISING

SOCRATES ACADEMY

*How clear are you about your Top 3 Goals?*

*What difference would it make to you if you improved your proactiveness?*

*Do you compete for resources in your company?*

## Approach

This course enables participants to identify their highest priorities, set goals and hold themselves and others accountable for the results. This course is highly participative, with opportunities to address individual and the collective challenges, in a safe and productive environment.

## Topics

- Focus & Prioritising
- Proactiveness & Accountability
- Goal Setting
- Gaining Sponsorship & Support
- Competing for Resources

## Training Objectives

At the end of this programme, you will be able to:

1. *Identify and focus on their highest priorities.*
2. *Identify the barriers to implementing their goals & highest priorities.*
3. *Gain the appropriate sponsorship for their projects, tasks and priorities.*
4. *Determine the priorities in decision making.*
5. *Identify and compete for the limited resources to achieve their goals and objectives.*

## Duration

One Day

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: [info@craighilesconsulting.com](mailto:info@craighilesconsulting.com)



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## Programme Schedule

### Day One

#### Introduction & Welcome

- Programme Objectives
- Personal Objectives
- Prioritising

#### Proactivity

- Great by Choice
- Responding Proactively
- Influencing with Integrity

#### Barriers to Effectiveness

#### Goal Setting

- Vision & values
- Goal Matrix
- Priorities

#### Gaining Sponsorship

- Your Role & Sponsors Role
- Demonstrating Your Priorities
- Decision Making

#### Competing for Resources

- Difference that Makes the Difference
- Your Beliefs & Actions
- Influence with Integrity

#### Personal Action Planning

Reflection, Discussion & Action

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