

Objective Setting

Course Description

Setting clear and precise goals and objectives ensure that everyone is working towards the same goal, allowing for business and personal growth. Objectives clarify priorities and allow employees to allocate their time and resources more effectively. They also introduce a way of understanding how work will be measured and evaluated, thus enabling employees to evaluate their own performance, and make adjustments as necessary.

This course aims to help you write effective objectives that deliver results. It covers the importance of goals and objectives and why we need them, the barriers to you achieving your objectives and how to overcome them, what SMART objectives are and how to write and identify them and concludes with some tips for successful objective setting.

Learning Objectives

By the end of this course, you will:

- The importance of goals and objectives and why we need them.
- The barriers to you achieving your objectives and how to overcome them.
- What SMART objectives are and how to write and identify them.
- What you need to do next to get yourself started.

Target Audience

This course is intended for supervisors and managers who are responsible for setting objectives for themselves, their teams or their businesses to achieve.

Advantages

Setting the right objectives at the right times can lead to major improvements in the effectiveness of your team and business.

Online training is flexible, efficient and cost effective meaning the candidate can progress through the modules at their own pace and in their own time, so they can fit the training around their work and personal life.

Further Progression

Other business skills courses in our suite that compliment this one include, Effective Leadership, Developing teamwork and Managing Meetings.

Modules

Course	Module Number	Module Name	Pass % Required
Objective Setting	1	Why Goals and Objectives are Important	70
Objective Setting	2	SMART Objectives	70
Objective Setting	3	Tips for Successful Objective Setting	70

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

Duration: 30 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions).*