Haward Technology Middle East

COURSE OVERVIEW SS1018
Goal Setting
(E-Learning Module)

Course Title
Goal Setting

Course Reference
SS1018

Course Format & Compatibility
SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration
30 online contact hours
(3.0 CEUs/30 PDHs)

Course Description

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. The more employees are motivated, the more they are simulated and interested in accepting goals. These success factors are independent.

This E-Learning course is designed to provide participants with a thorough understanding of the goal setting process by identifying the various planning stages, the planning tools, and the relationship between the planning function and other functions against the framework of bottom-line achievements. The participants will appreciate the added value of planning and the resulting overall increase in competence and hence productivity. Participants will also appreciate the linkage between strategic planning, goal setting and resource utilization using internationally-set criteria.

The course will address the theories associated with goal setting in the context of real-life situations, case studies and exercises.

The course will cover the concept of strategy & the skills of planning – features; the importance of setting goals that are aligned to overall company strategy as well as to the oil sector strategies; the goal alignment or strategic alignment; setting the tone for organizational strategy; how employees' contributions are building toward team and organizational goals; clarifying priorities; the key performance indicators and the challenges when developing KPI's; and the proper use of KPI's.

During this highly interactive course, participants will learn the critical success factors (CSF) and its difference with KPI; the rules for goal setting; setting goals that motivate you; setting smart goals; writing down your goals; and developing a plan of action; working the plan; communicating goals clearly and confidently; the steps of contingency planning; the emotional intelligence, motivation and keys to effective situational leadership; and the factors that can affect performance.

Course Objectives

After completing the course, the employee will:-

- Apply and gain a good working knowledge on goal setting

- Understand the importance of setting goals that are aligned to overall company strategy as well as to the oil sector strategies

- Understand and have practiced setting and monitoring SMART goals (both qualitative and quantitative) and be able to instruct others on how to do so t

- Be able to communicate goals clearly and confidently

- Understand various feedback models such as 'Stop/Start/Continue', sandwich model, 'what went well/what can be done better'

- Have practiced giving constructive feedback in cases where people are not performing in ways consistent with the goals

- Understand the concept of backward goal setting using backward planning to set goals

- Understand basic motivation theories (such as Herzberg, Maslow etc.) and how they affect skills and behaviors which help motivation for self and other to achieve those goals

- Explain the importance of setting goals that are aligned to overall company strategy as well as to the oil sector strategies

- Carryout goal alignment or strategic alignment and set the tone for organizational strategy

- Discuss how employees' contributions are building toward team and organizational goals

- Clarify priorities, identify key performance indicators and the challenges when developing KPI's

- Develop and apply the proper use of KPI's

- Define critical success factors (CSF) and identify its difference with KPI

- Apply the rules for goal setting, set goals that motivate you, set smart goals, write down your goals and develop a plan of action

- Work the plan, communicate goals clearly and confidently and apply the steps of contingency planning

- Carryout emotional intelligence, motivation and keys to effective situational leadership as well as identify the factors that can affect performance

Who Should Attend

This course provides an overview of all significant aspects and considerations of goal setting for all employees/Level 2.

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)

- Simulation & Animation

- Exercises

- Videos

- Case Studies

- Gamification (learning through games)

- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Fee

As per proposal

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Contents

- Strategy

- Vision

- Strategy Formulation

- The Concept of Strategy & The Skills of Planning

- The Concept of Strategy & The Skills of Planning – Features

- The Importance of Setting Goals that are Aligned to Overall Company Strategy as well as to the Oil Sector Strategies

- Goal Alignment, or Strategic Alignment

- Goals that Get Results

- Goals Set the Tone for Your Organizational Strategy

- Employees Get a Sense of How their Contributions are Building Toward Team and Organizational Goals

- Priorities are Clarified

- Aligned Goals Connect Employees and Teams

- Key Performance Indicators

- Challenges When Developing KPI's

- Developing KPI's

- Proper Use of KPI's s

- The Bottom Line

- Critical Success Factors (CSF)

- CSF vs KPI

- Rules for Goal Setting

- Set Goals that Motivate You

- Set Smart Goals

- Write Down Your Goals

- Develop a Plan of Action

- Work the Plan

- Communicate Goals Clearly & Confidently

- Communicate Goals Clearly & Confidently – Respect Yourself and Others

- Contingency Planning

- Contingency Planning – Steps

- Planning

- Planning – How it Works

- Step 1: Develop Objectives
- Step 2: Develop Tasks to Meet those Objectives
- Step 3: Determine Resources Needed to Implement Tasks
- Step 4: Create a Timeline
- Motivation Theories
- Emotional Intelligence
- Motivation
- Simple Model of Motivation
- Theories of Motivation
- Motivation – Maslow
- Motivation – Herzberg
- Motivation – Aderfer
- Mclelland's Motivational Needs Theory
- Leadership Continuum
- Blake-Mouton Managerial Grid
- Hersey-Blanchard Situational Leadership
- Keys to Effective Situational Leadership
- Factors that can Affect Performance
- Good Leadership