



**Palomino Training Solutions**  
specialists in corporate training

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## Goal Setting Training (1 day)

### Course Overview

**Fact: *If each and every employee could understand and implement their own goal setting, organisational goals will be much more attainable.***

It is vital to understand the importance of and the most useful techniques for setting and achieving goals. Setting goals or targets are an integral part of managing your time, identifying the right things to do and developing plans for doing them. Before you can develop plans, you have to know what you want to accomplish, so set some targets for yourself, targets that you can see....and we'll start the journey to reaching them.

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, voice recordings, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

### Target Audience

This workshop is designed for factory manufacturing workers, manufacturers or production staff who need improve their goal setting skills.

### Course Outline

#### ACTIVITY: Balloon Bonding

#### SECTION 1: The Right Attitude

- What is the right attitude
- How to improve your attitude

#### SECTION 2: Communication

- The Communication Funnel
- Asking Questions
- Probing
- Active Listening



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## **TASK INTRODUCTION – The Soda Factory**

### **SECTION 3: Setting Goals**

- The S.M.A.R.T. Way of Setting Goals
- The 3 P's of Goal Setting

### **ACTIVITY: Score Three**

### **SECTION 4: The Six Steps of Planning**

- Master Plan
- Supporting Plan
- Who, When, Why

## **TASK IMPLEMENTATION – The Soda Factory**

- Task Evaluation
- Task Review
- Personal Action Plan