

Department of Corporate Training

## Planning and Goal Setting Skills

This training class is designed to help supervisors plan and set goals for their group or team to accomplish the objectives and mission of the organization.

- Planning Process
  - Identify Goals of Organization
  - Analyze the Environment
  - Create Objectives/Strategies
  - Implement Strategies
  - Evaluate Results
- SWOT Analysis
  - Identify Strengths
  - Identify Weaknesses
  - Identify Opportunities
  - Identify Threats
- Goal-Setting Process
  - Establish SMART Goals
  - Prioritize Goals
  - Identify Requirements
  - Establish Milestones
  - Evaluate Results

### *Learning Outcomes:*

*At the end of this class, attendees will understand the importance of planning and setting goals to achieve growth and success. They will secure direction from their supervisor regarding priorities and with their team, plan and set goals geared to improve performance, productivity and profitability.*

### *About the Instructor:*

*The instructor has over twenty-five years background in the training and consulting industry, and has designed and delivered over 20 training courses. She holds a Master's degree in the Behavioral Sciences and has served on the adjunct faculties of universities in Michigan as well as Florida. She has managed a consulting firm since 1985 that has helped both large and small companies improve performance leading to increased productivity and profitability.*

*Please call for Dates and Cost.*

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