

Setting smart goals helps people shape smart plans

Setting definite goals that are specific, measurable, attainable, results-oriented, and time-framed

## Developing Performance Goals and Standards

### Purpose

*Developing Performance Goals and Standards* enables your team leaders is the key to developing an effective team, and the key to an effective team is participation. When people participate in setting goals and developing a plan, they buy into that plan, and the plan then becomes their own.

An important part of a manager's role is to encourage team members to develop effective performance goals and to commit to those goals on a daily basis.

This program provides the tools to align the individual with the performance requirements of the organization. It will help managers build a more effective process for goal creation, clear work standards, and better job performance.

### Objectives

Participants completing *Developing Performance Goals and Standards* will be able to

- Deal with team members on a day-to-day basis in way that maintains and enhances their self-esteem.
- Define goals, objectives and performance standards
- Identify and set performance standards that are specific, measurable, attainable, results-oriented, and time-framed, using concrete active language.
- Establish time limits for all performance standards.
- Involve team members in creating their own individual performance standards.
- Negotiate with team members to develop effective S.M.A.R.T.-based performance standards.
- Monitor team members' progress toward their goals by holding individual review meetings.

### The Training

Offered in Classroom, Online, or Blended Formats.

Classroom Time: 4 hours, Online Time: 2 hours

Supported by realistic video, PowerPoint and participant workbooks

Leader's Guide plus pre- and post-training tests and applications tools



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