

# Employee Growth- A Three Day Course

## Effective Direction and Purpose

### *Goal Setting, Planning and Decision Making for Maximum Growth*

#### **WHO SHOULD ATTEND?**

Staff at all levels in the organization that wants to improve their goal setting, planning and decision making competency so that they can get the very best results from their leadership, teams and colleagues in pursuit of maximum growth and the organization's goals.

#### **COURSE DESCRIPTION**

Goal setting, planning and decision making are the pillars of good personal and business practice at every level. Mastery of the goal setting, planning and decision making process is vital for effective leader and leadership and driving personal and business growth.

*Effective Direction and Purpose* is a structured approach to individual goal setting, planning and decision making that covers all aspects of the process. The program takes a holistic view of goal setting, planning and decision making at work and introduces the delegate to the knowledge, skills and attitude required to behave consistently and confidently set direction and purpose.

The program is well researched, knowledge-based and designed with the individual learner at the centre of the learning process which means that the course is extremely interactive and practical.

#### **COURSE OBJECTIVES**

By the end of this course delegates will be able to:

- ✓ Determine goal setting, planning and decision making process
- ✓ Determine the key concepts and techniques involved with effective goal setting, planning and decision making
- ✓ Determine the need to measure for correction and control
- ✓ Develop a goal setting, planning and decision making perspective
- ✓ Develop key goal setting, planning and decision making skills
- ✓ Recognize tools and techniques for a goal setting, planning and decision making
- ✓ Practice new knowledge learnt before returning to work
- ✓ Produce drive to self-develop in in goal setting, planning and decision making
- ✓ Produce positive impact on the overall performance of each delegate and the organization

#### **COURSE CONTENT**

##### **DAY 1 • GOAL SETTING**

- What is a Goal?
- Why Set Goals?
  - The 4- Ways That Setting Goals Affects Outcome
  - The Advantage of Goals
- The Effect of Goal Setting on Individual Performance
  - Goal Commitment
  - Goal Feedback
  - Task Complexity
  - Employee Motivation
    - Video- Daniel Pink "Drive- The surprising thing about what motivates us"
- Setting SMARTER Goals

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- What is a SMARTER Goal?
- Why Set SMARTER Goals?
- Stretched Goals
  - What is a Stretch Goal (Jack Welch, GE)
  - Is A Stretched Goal A Good or Bad Idea (discuss and debate)
- Measures For Your Goals
- Limitations
  - Alignment of Your Goals
  - Your Goals And Managing Complexity

## **DAY 2 • PLANNING**

- What is a Plan?
- What is Forecasting?
- What is a Strategic Planning?
- Relationship Between Planning & Forecasting
- Why Plan?
- Different Types of Plan
  - Business plan
  - Strategic plan
  - Project and Production Plan
  - Personal Development Plan (PDP)
- Objectives, Policies & The Plan
- The Planning Process
- The Key Elements of a Good Plan
  - Purpose
  - Analysis
  - Conclusion
  - Recommendations
  - Financials
- Some Planning Tools
  - Scheduling For Simple Projects
  - Scheduling For Large Projects
  - Critical Path Analysis and PERT Charts
- Implementing Your Plan
  - Kotter's 8-Step Change Model
- Test, Measure and Correct Your Plan

## **DAY 3 • DECISION MAKING**

- What is Decision Making?
- The Difference Between Problem Analysis versus Decision Making
- Tools & Techniques That Help Your Decision Making
  - Pros & Cons
  - Prioritization
  - Satisficing
- Stages of Decision Making
  - Orientation Stage- Define The Situation
  - Conflict Stage- Investigate and Debate Alternatives
  - Emergence Stage- Select
  - Reinforcement Stage- Action
- Types of Management Decision Systems
  - Decision Support System (DSS)
  - Management Information System (MIS)
  - Project Appraisal

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- Cost- benefit analysis
- Cost-effectiveness analysis
- Scoring & Weighting
- Common But Invisible Decision Making Traps
- Decision Making Paradox
- Levels of Decision Making
- Decision Making Performance Review

### **Key Learning Review**

- Group discussion and professional feedback to consolidate key learning. Delegates will leave the day with a list of development activities to improve their goal setting, planning and decision making competency back at work.

### **IN ADVANCE**

Each delegate will be asked to complete a pre-course questionnaire to determine their individual learning objectives. These will be used by the trainer to give on track training that is focused on the individual learner attending.

The most appropriate training format, content and approach for this course will be discussed with you prior to the start of your course.

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### **ON-TRACK FOR GROWTH**

The individual leaves this program with a personal action plan to encourage immediate transfer of training to the job.

### **EVALUATION TO ENSURE CONSISTENT QUALITY**

All our courses are evaluated at Kirkpatrick's Reaction and Learning levels as part of our quality control process as follows:

#### **Level 1- Reaction- Training Course Evaluation Form**

This training course evaluation form is used to maintain and improve the standards of our training courses.

#### **Level 2- Learning- Pre and Post Training Test**

The test is confidential and used to evaluate our training, **not the delegate**. The results help us answer the question "Did people learn what we wanted them to learn from the training?" This test is run at the beginning and at the end of this training course.

**The Whole Thing** can help properly position and align all learning and development with business priorities to ensure that effective evaluation is possible. We encourage all our clients to agree measures prior to any intervention so that return on investment (ROI) and process gets attention.

Please contact **The Whole Thing** to explore the many ways that we can help you.

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