



Goal Setting for Success

An interactive 1 hour workshop designed for delivery over the telephone.

Who should attend: Consultants, Managers and team leaders who would like to get more from life.

Outcome expected: Participants will identify areas in their life that they would most like to improve and once completed; will set some goals for the next three months

CONTENT

1. Introduction
 - ❑ What is a goal?
 - ❑ Why set them
 - ❑ What are yours
2. What is important to you
 - ❑ Identify what you want from life
3. Setting goals
 - ❑ Goal setting using the SMART process'
 - ❑ Setting goals for your workspace
 - ❑ Micro and macro goals
4. Tracking progress
 - ❑ How often should you review
 - ❑ What to do if something goes wrong
5. Ensuring your success
 - ❑ Tips from the experts

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