

SELECTING, WRITING, AND REACHING OBJECTIVES

1- DAY

WORKSHOP DESCRIPTION

This highly interactive, one-day workshop makes the process of selecting, writing, and reaching objectives easy and clear. Workshop themes include alignment, leadership, and the business value of work.

First, workshop participants apply business criteria to evaluate their ideas for possible objectives. Next, they use a simple, reliable template to construct measurable, clear objectives. Finally, they apply an action plan model that minimizes the effort needed to construct a solid initial plan. All steps involve valuable feedback from participant colleagues.

The workshop dialogue and exercises will explore the following topics:

- ▶ **How do I distinguish between objectives, strategies, and day-to-day responsibilities?**
- ▶ **How do I get ideas for good objectives?**
- ▶ **How many objectives are appropriate?**
- ▶ **Which objectives are the best choices for me? Will my boss concur?**
- ▶ **What is a "worthy" objective? Why?**
- ▶ **What exactly is a clear, measurable objective?**
- ▶ **Which objectives lend themselves more to team efforts, right from the start?**
- ▶ **How can I use the objectives process for showcasing or developing my talents?**
- ▶ **What "rules of thumb" will increase the likelihood that I reach my objective?**

SESSION OBJECTIVES

During the workshop, participants will:

1. **Generate at least 3 new ideas for objectives.**
2. **Use at least 5 criteria to select the most promising objectives.**
3. **Structure 3 objectives, using the Objectives Template.**
4. **Draft action plans for the 3 objectives, using the Action Plan Model & "rules of thumb."**
5. **Improve ideas, objectives, and plans following feedback from fellow participants.**

THIS WORKSHOP IS FOR...

- Individual Contributors at either the professional or administrative support levels
- HR managers or professionals responsible for design or successful functioning of performance management processes

TOOLS & HANDOUTS INCLUDE...

- Opportunities worksheet
- Objectives worksheets
- The organization's corporate values statement
- Business value checklist
- Objectives Template
- Action Plan Model

For further information, contact us:
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