

Goal Setting Training

Course Duration: 08 Hours

Course Code: GS

1. Course Overview

Goal Setting Training is designed to help individuals and professionals define clear, actionable, and achievable goals. This course focuses on proven frameworks, productivity techniques, and strategic planning methods to enhance personal and organizational performance. Participants will learn how to align goals with business objectives and track progress effectively.

2. What You'll Learn

- Understanding the importance of goal setting in personal and professional life
- SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goal framework
- Techniques to set short-term and long-term goals
- Prioritization and time management strategies
- Overcoming obstacles and staying motivated
- Performance tracking and goal evaluation methods

3. Target Audience

- Working professionals and team leaders
- Managers and business owners
- Sales and marketing professionals
- Students and career aspirants
- Anyone looking to improve productivity and focus

4. Pre-Requisites

- No prior experience required
- Basic understanding of personal or professional goals
- Willingness to learn and implement strategies

5. Course Content

Module 1: Introduction to Goal Setting

Module 2: Understanding SMART Goals

Module 3: Personal vs Professional Goals

Module 4: Goal Planning & Strategy Development

Module 5: Time Management & Prioritization

Module 6: Overcoming Challenges & Staying Motivated

Module 7: Tracking Progress & Measuring Success

Module 8: Real-life Case Studies & Practical Exercises