



PROFESSIONAL
EFFECTIVENESS

Achieving Goals

DESCRIPTION

This course is designed for people who want to increase their effectiveness in achieving their goals. Participants to this training session will learn how to better define their goals in order to achieve them. They will also learn about methods that will help them develop an action plan, foresee challenges, verify every step toward their goal, and make sure they stay motivated.

OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Understand the dynamics of individual productivity.
- Identify and define S.M.A.R.T goals.
- Analyze personal qualities and skills
- Acquire the tools and techniques required to develop an action plan.

COURSE CONTENT

IDENTIFYING YOUR GOALS

- The goal-determination process
- Defining goals

ACCOMPANYING CHANGE

- Turning problems into solutions or opportunities
- Choosing and getting involved

PUTTING TOGETHER AN ACTION PLAN

- The process
- Assessing the pros and cons
- Defining possible challenges
- Stepping into action and staying motivated
- Measuring progress
- Eliminating procrastination and strengthening self-reliance

PERSONAL ACTION PLAN



COURSE SPECIFICATIONS



FORMAT

- In-house



DURATION

Training is given in a half day (3 hours).

(The content and the duration of this session can be adapted for a personalized on-site training.)



TARGET AUDIENCE

People who want to acquire a method to ensure that they achieve their goals for a significant and satisfying productivity.



DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities. Participants' experiences are used as support to put new notions into action.

Highly personalized and interactive approach, the groups are limited to 15 participants.



LANGUAGE

Available in:

- French
- English



CERTIFICATION

Training Certificate

Emploi
Québec



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