



Management And Leadership

Setting Goals and Objectives

Course Introduction

When we are at work, we all tend to feel that we are “busy”. But exemplary professionals don’t just count numbers of the tasks they do, rather they set and prioritize to ensure that they are doing the right things efficiently and effectively. This workshop is designed to aid employees in setting their goals and objectives by introducing the concept and importance of goal setting. This course will highlight topics such as identifying their role in the organization, setting SMART goals and objectives, establishing KPIs, and the link between KPIs and performance review.

Target Audience

- Team Leaders and Supervisors
- Mid-level Managers
- Project Managers
- Human Resource Professionals
- Performance Management Specialists
- Business Unit Managers
- Employees aiming to enhance their goal-setting and performance measurement skills
- Professionals involved in strategic planning and organizational development
- Individuals seeking to align personal or team goals with organizational strategies

Learning Objectives

By the end of this training course, participants will be able to:

- Gain a comprehensive understanding of the importance of goal setting in your career and in achieving better performance in the organization.
- Learn how to prioritize goals that are related to your tasks and business strategies.
- Identify and set SMART goals and objectives for yourself and create a plan to achieve them

- Recognize the key competencies and skills you need to successfully plan and achieve your goals.
- Establish KPIs and understand how it relates to your performance.

Course Outline

• 01 Day One

Introduction to Goal and Objectives Setting

- What is Goal Setting and the need for it
- Identifying your role in the team/organization
- Cascading the Goals
- Skills and competencies you need to set and achieve your goals
- Time Management
- Motivation
- Accountability

• 02 Day Two

Setting SMART Goals and Objectives for Performance

- Why goals should be SMART
- Linking your SMART goals to the overall business strategies
- Questions to consider when writing goals

• 03 Day Three

Measuring Goals and Your Performance

- Putting your own Key Performance indicators (KPIs)
- KPIs and Performance Appraisal
- Reviewing performance against objectives

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 20, 2025	April 22, 2025	3 days	3250.00 \$	KSA - Riyadh
Aug. 18, 2025	Aug. 20, 2025	3 days	3250.00 \$	UAE - Abu Dhabi
Oct. 27, 2025	Oct. 29, 2025	3 days	3250.00 \$	UAE - Dubai