

### 'Only when you know what you are doing, can you do it'

**Business Scenario** Effective objective setting is an essential skill to enable today's manager to succeed. A survey by Boston University showed that unclear objectives was the second biggest reason for failed projects, departments and even companies!

This session is aimed at those who are expected to set staff objectives and provides the fundamental skills required.

**Your Booster Session**

- Why are clear objectives so important?
- Setting SMART objectives
- Cascading and escalating with SMART objectives

**Action Planning - What will You do?**

In addition to joining in with discussions and exercises you will gain knowledge of the tools and techniques to help you create an Action Plan for future success.

**Flexibility of Delivery**

Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace. Sessions may be tailored and extended to a half-day course.

*Active Knowledge Bites™  
Turning Learning into Action...*

