

MANAGING OBJECTIVES AND KEY RESULTS

US 242822 / NQF Level 4 / Non-Credit Bearing

Organisations that are goal focused and continuously measure progress against their goals are proven to be more successful. Defining a clear strategy and objectives provides a framework within which the organisation can optimally work towards achieving its goals. Doing so by employing a systematic approach enables organisations to operate confidently, knowing that as each business unit fulfils their goals, they are contributing to the ultimate goals and success of the organisation.

Learners will be provided with tools and templates and be required to apply the learning to their work environment.

WHO SHOULD ATTEND

- Managers needing to take a systematic approach to setting goals and objectives
- Aspirant and junior managers who are required to maintain and set goals and align these with their key deliverables
- Anyone working with goals and objectives that needs to understand the importance and impact of taking a goal driven approach to task management.

HOW YOU WILL BENEFIT

- Greater success is experienced
- You will take a systematic goal driven approach to managing yourself and your teams
- This focused approach enables a clear understanding of your progress towards achieving the goals
- Ongoing monitoring enables you to take appropriate corrective action towards meeting the goals
- There is a sense of success when goals and milestones are reached, which is extremely motivating
- It increases your belief in your ability of what you can achieve – success breeds success

WHAT WILL BE COVERED

- Defining strategy
- Turning strategy into specific, SMART objectives for the business unit
- Defining strategies, actions and measures for the business unit
- Including team members in the process
- Formulating a clear, visible and understood plan to meet the goals and objectives.
- Defining deliverables, milestones, tasks, timing, dependencies and resourcing
- Determining criteria for success to facilitate monitoring
- Methods and techniques for measuring progress
- Implementing the plan – communicating and motivating
- The art of delegation. Encouraging responsibility and accountability
- Monitoring activities and progress
- Controlling - How to keep activities on track

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Two-day course 08:30 -16:00

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Module 1 Identify and develop objectives	Module 2 Formulate a plan to meet the objective
<ul style="list-style-type: none"> • Write a statement of general intent specifying the aim, according to identified needs Specify measurable parameters to meet the need • Encourage involvement of team members to refine the objective and the measurable parameters 	<ul style="list-style-type: none"> • Obtain information and verify it to specify the required tasks to achieve the objectives Sequence the tasks according to priority, and resources allocated • Estimate time allocations according to the requirements to achieve objectives • Establish criteria for success to facilitate monitoring • Encourage contributions from team members and motivate decisions where necessary • Formulate plans which are clear, visible and understood by all affected parties

Module3 Implement the plan	Module 4 Monitor activities
<ul style="list-style-type: none"> • Delegate tasks to team members according to the plan • Encourage team members to complete their tasks using their own control methods • Make resources available according to the plan • Initiate measuring and checking systems to enable monitoring for compliance with the plan 	<ul style="list-style-type: none"> • Initiate monitoring activities to compare actual progress with planned progress • Take corrective action, where necessary, to bring actual results in line with planned results