

OBJECTIVES AND KEY RESULTS

From Goals to Actions to Results

US 242822 / NQF Level 4 / Non-Credit Bearing

Ensure clarity, accountability, and progress in every objective you set

A strong strategy is the foundation of every successful organisation - but strategy alone isn't enough. The real challenge lies in turning plans into action and ensuring objectives are clear, measurable, and achievable. Without a structured approach, even the best strategies can fall flat, leaving teams uncertain about priorities and progress.

This course is about making strategy work. It's designed to help you translate high-level goals into clear, deliverable objectives that drive measurable results. You will learn how to define meaningful objectives, create a roadmap for success, and track progress effectively. By implementing a goal-driven approach, you will gain the confidence to lead teams, improve accountability, and ensure that every effort contributes to the bigger picture.

When objectives are well-structured and progress is continuously measured, organisations move forward with purpose - fostering motivation, efficiency, and success at every level. Take control of the goal-setting process and turn ambition into achievement.

WHO SHOULD ATTEND

- Managers responsible for setting and achieving team or departmental goals
- Junior and aspiring managers who need to align goals with key deliverables
- Anyone who works with objectives and wants to improve goal-setting and execution

HOW YOU WILL BENEFIT

- Increase your success rate by applying a structured, goal-driven approach
- Gain clarity on how to set, refine, and achieve objectives effectively
- Take a proactive approach to tracking progress and making timely adjustments
- Improve team alignment and engagement by involving members in goal setting
- Develop leadership confidence by learning to delegate, monitor, and adapt strategies
- Boost motivation and accountability with clear deliverables and milestones

Two-day course 08:30 - 16:00

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinesstraining.co.za

WHAT WILL BE COVERED

Identifying and developing objectives

- Understanding organisational strategy and its role in goal-setting
- Breaking down business objectives into clear, actionable targets
- Setting strategic objectives and defining key performance indicators (KPIs)
- Writing statements of intent that provide clarity and direction
- Defining measurable parameters for success
- Encouraging team involvement to refine objectives and drive buy-in

Turning strategy into action: building an effective plan

- Gathering and verifying information to inform planning
- Sequencing tasks based on priority, dependencies, and resources
- Estimating time allocations and aligning objectives with deadlines
- Establishing clear criteria for success to track progress effectively
- Creating a structured action plan that is clear, visible, and understood by all
- Communicating the plan effectively to drive engagement

Execution: implementing the plan with precision

- Delegating tasks effectively and ensuring accountability
- Encouraging team members to take ownership of responsibilities
- Allocating resources to support successful implementation
- Setting up monitoring and tracking systems to measure progress
- Creating a results-driven environment that fosters continuous improvement

Monitoring, adjusting, and achieving success

- Tracking actual progress against planned objectives
- Implementing monitoring techniques to stay on course
- Identifying gaps and taking corrective action where needed
- Providing reward and recognition to maintain motivation
- Reviewing the action plan to refine future goal-setting approaches