



Seatag Offshore Limited

Course Outline

Offshore Safety Training Centre
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C-2804 – CCBT – Miscellaneous

GOAL SETTING

COURSE AIM

Will provide you with the broad guidelines on the individual skills necessary to set goals for you and your staff, as well as helping you to ensure that everyone is engaged and motivated to reach their targets.

LEARNING OUTCOME

1. Identify the four stages of the goal setting cycle (Prepare, Organize, Act and Monitor)
2. Recognize the characteristics of effective and ineffective goal setting
3. Practice a number of goal setting techniques and methods
4. Learn some personal skills and behaviours that might assist in achieving your future goals

COURSE CONTENT

1. Charting your ultimate direction
2. Imagining a possible future
3. Inviting input and ideas
4. Developing draft goals and objectives
5. Assessing resources and implementation issues
6. Writing final goals in SMART language
7. Developing meaningful measures
8. Going for stretching targets
9. Trading performance
10. Persevering and expecting to win
11. Maintaining self discipline

TARGET AUDIENCE

Any individual looking to improve their ability to set clear and focused personal or work-related goals

COURSE DURATION

The course is designed as a full day workshop, inclusive of training, practical exercises and competency assessments.