

Methodological tool: Setting individual goals

Number of methodological Tool	EUPA_LO_125_M_002
Work Area Code and Title	WA14: Office Effectiveness and Efficiency
Unit Code and Title	4.15 Use planning and time management skills to achieve own short term and long term objectives
Learning Outcome Number and Title	LO125: Demonstrate the ability to set own short-term and long-term objectives within the organisation's Development Plan
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Set long term and short term objectives taking into consideration the organizations development plan 2. Express objectives using SMART
Approximate Time needed for the completion of this exercise	20 minutes
Individual or group exercise	<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input checked="" type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise/Procedure	<ol style="list-style-type: none"> 1, Divide the class into smaller groups of approx.4 and hand each group a copy of the scenario. 2, Ask them to set individual goals for the person (imagining they are this person) based on the information about the company strategy and goals and their job description. 3, Set at least 3 long term and 2 short term goals, that would contribute to the overall company strategy and goals. Express them using SMART. Give them 10 minutes to complete the task 4, Discuss and share their answers in the class.
Exercise is accompanied by	EUPA_LO_125_M_002_Att_1
Exercise solution	N/A

Other comments to the trainer	N/A
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