

Methodological tool: Write SMART goals

Number of methodological Tool	EUPA_LO_154_M_001
Work Area Code and Title	WA 16: Self-Management, Supervision, Management and Leadership
Unit Code and Title	5.4: DEMONSTRATE LEADERSHIP SKILLS
Learning Outcome Number and Title	LO154 Demonstrate the ability in identifying common goals, interests and perspectives for staff in order to accomplish a specific task.
Objective of the methodological tool	After the completion of this activity, participants will be able to: <ol style="list-style-type: none"> 1. Describe SMART goals providing specific examples 2. When setting goals, take measures to ensure adequate self-preparation is undertaken so that plans can be implemented effectively. 3. Take proactive measures to set goals that are aligned to the vision and make every effort to achieve those goals.
Approximate Time needed for the completion of this exercise	30 min.
Individual or group exercise	<input checked="" 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 checked="" type="checkbox"/> Group discussion
Description of the exercise/Procedure	Ask learners to think of a goal that they have in their career and then to write it down using the SMART methodology. After they do it, have them present it in class and ask the rest of the learners to provide them with feedback
Exercise is accompanied by	-
Exercise solution	-
Other comments to the trainer	-