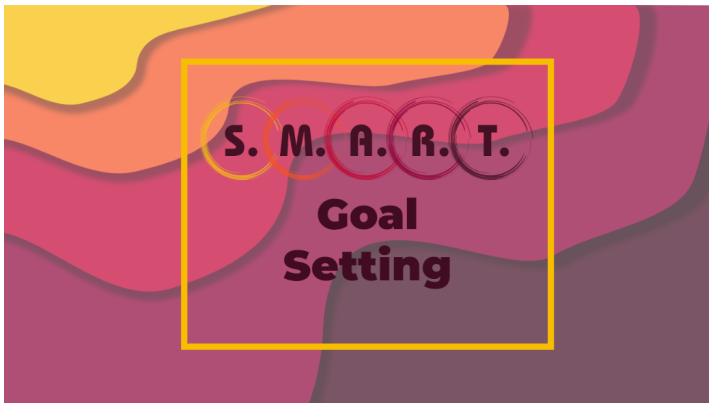


SMART Goal Setting

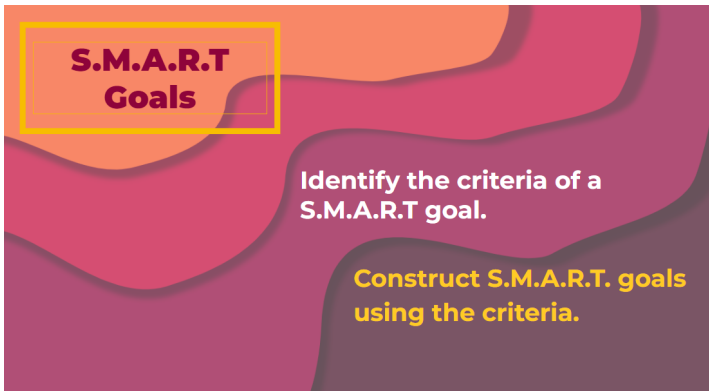
Producer:	There is a breakout room activity scheduled for this session on Slide 12 (page 9 of this guide.) Collaborate with the Facilitator to decide if participants should be put into specific groups or if the groups can be chosen at random. There will be groups of 3-4 participants placed into different rooms. Number of rooms will vary, depending on number of participants
Facilitator:	- This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for classroom training with the following considerations: - Breakout room activities will need to be adapted to fit the classroom environment. - Questions will be made directly to learners, rather than using Zoom.
	This session contains a breakout room activity, where participants will need to be divided into groups. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random.
	Open the PowerPoint file associated with this guide
	Share the PowerPoint application and ensure that the <i>Attendees</i> and <i>Chat</i> panels are visible
	Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely. Examples of these types of responses have been noted using ASK
	Review the PowerPoint slides before presentation.

SMART Goal Setting

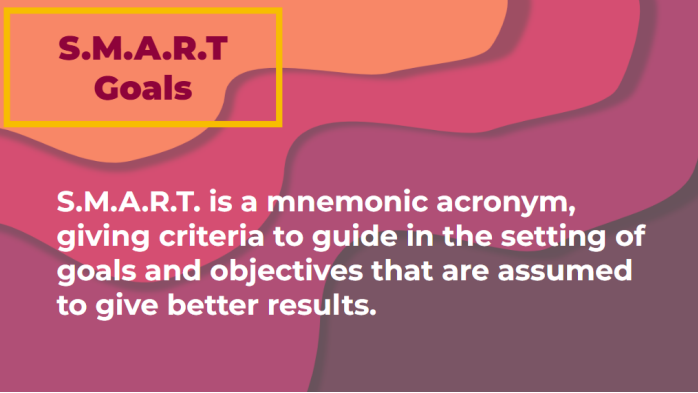
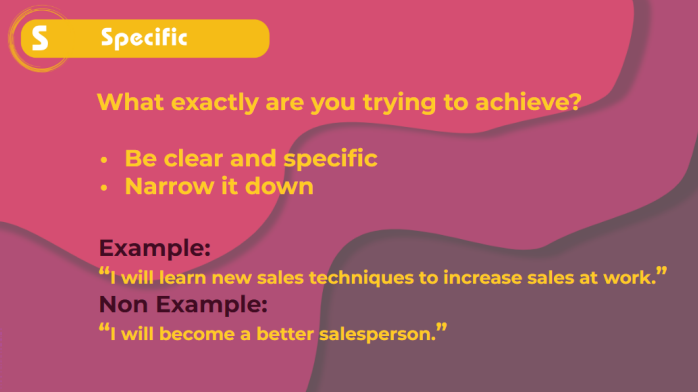
Slides	Approximate Timing	Summary
1-4	6 min	Introduction
5-10	23 min	Criteria
11-13	27 min	Application
14-15	2 min	Conclusion
Total:	58 min.	

Slide # and Duration	Slide	Facilitator Notes	Producer Notes
1) 2 min		Do: • Welcome learners • Introduce yourself • Remind learners that the session will be recorded and will be available for their review	Do: • Check for facilitator readiness Say: • Greet early learners as needed, letting them know the session will begin shortly • Remind learners to have their SMART Goal Planning Powerpoint ready

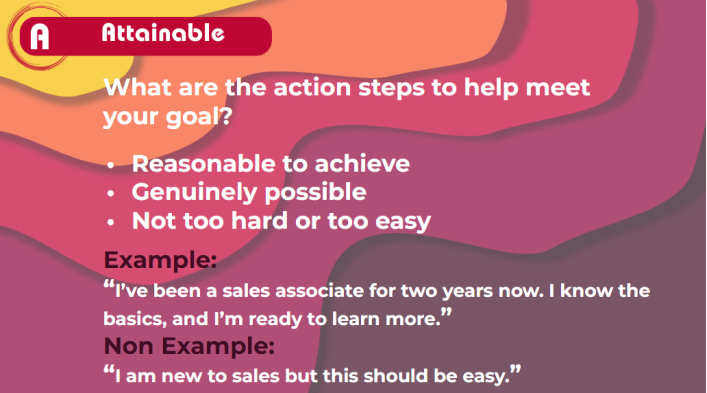
SMART Goal Setting

			● Please remind everyone that they should remain muted unless called upon ● Also, to use the raise hand icon if they have questions
2) 1 min.		Discuss what will be covered in this session: ● Participants will learn the criteria for SMART goal setting, including examples and non-examples ● ● Participants will learn to construct SMART goals through collaboration	Do: ● Let people in from the waiting room ● Remind people to silence their microphones.
3) 1 min		Do: Introduce Learning Objectives	Do: ● Answer early questions placed in the chat

SMART Goal Setting

4) 2 min	 S.M.A.R.T. Goals S.M.A.R.T. is a mnemonic acronym, giving criteria to guide in the setting of goals and objectives that are assumed to give better results.	Discuss: Explain the examples for when SMART goals could be used: • Project management • employee-performance management • Personal Development	
5) 4 min	 S Specific What exactly are you trying to achieve? • Be clear and specific • Narrow it down Example: "I will learn new sales techniques to increase sales at work." Non Example: "I will become a better salesperson."	DO: • Talk about how it is so specific that you shouldn't be able to misinterpret or confuse the goal Do: • Click to show the example/non-example • ASK for other examples	Do: • Let people in from the waiting room

SMART Goal Setting

6) 4 min	 M Measurable How will you track your progress and know when you have met your goal? • Define evidence • Reevaluate Example: "My goal is to double my sales in four months." Non Example: "My goal is to have more sales each month."	Discuss: • Talk about how it is important to be able to use evidence to know if the goal has been met • The goal should be able to be reevaluated Do: • Click to show the example/non-example • ASK for other examples	
7) 4 min	 A Attainable What are the action steps to help meet your goal? • Reasonable to achieve • Genuinely possible • Not too hard or too easy Example: "I've been a sales associate for two years now. I know the basics, and I'm ready to learn more." Non Example: "I am new to sales but this should be easy."	Discuss: • Talk about how it is important to be able to use evidence to know if the goal has been met • The goal should be able to be reevaluated Do: • Click to show the example/non-example • ASK for other examples	Do: • Answer questions placed in the chat

SMART Goal Setting

8) 3 min	 Action Steps How will I get started? How will I deal with difficulty? How will I finish strong?	Do: - Click to show each step Discuss: - Talk about each step with the learners	
9) 4 min	 R Relevant Will you have opportunities to meet your goal? - Align with your values - Align with long term objectives - Fits with agencies revenue growth Example: "I want to feel more confident at my job and learn new skills." Non Example: "I only have a few new clients but I can make it work."	Discuss: - Talk about how it is important to be able to meet the goal throughout their daily life - The goal should be something that aligns with their values and objectives Do: - Click to show the example/non-example ASK for other examples	Do: Answer questions placed in the chat

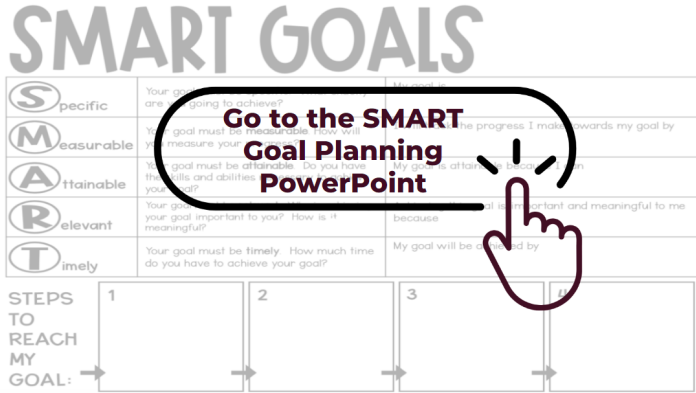
SMART Goal Setting

10) 4 min	T Time Bound When do you expect to meet this goal? • Specific date or time • Realistic and ambitious Example: "Tomorrow, I'll start doing a LinkedIn training course on sales tactics and implement them on Monday at work. I have four months to see results." Non Example: "I will start this in two weeks and try once a week to meet the goal."	Discuss: • Talk about how it is important to be able to use evidence to know if the goal has been met • The goal should be able to be reevaluated Do: • Click to show the example/non-example • ASK for other examples																
11) 10 min	SMART GOALS <table><tr><td> S pecific </td><td>Your goal must be specific. What exactly are you going to achieve?</td><td>My goal is</td></tr><tr><td> M easurable </td><td>Your goal must be measurable. How will you measure your progress?</td><td>I will track the progress I make towards my goal by</td></tr><tr><td> A ttainable </td><td>Your goal must be attainable. Do you have the skills and abilities necessary to achieve your goal?</td><td>My goal is attainable because I can</td></tr><tr><td> R elevant </td><td>Your goal must be relevant. Why is achieving your goal important to you? How is it meaningful?</td><td>Achieving this goal is important and meaningful to me because</td></tr><tr><td> T imely </td><td>Your goal must be timely. How much time do you have to achieve your goal?</td><td>My goal will be achieved by</td></tr></table> STEPS TO REACH MY GOAL: 1 2 3 4	S pecific	Your goal must be specific . What exactly are you going to achieve?	My goal is	M easurable	Your goal must be measurable . How will you measure your progress?	I will track the progress I make towards my goal by	A ttainable	Your goal must be attainable . Do you have the skills and abilities necessary to achieve your goal?	My goal is attainable because I can	R elevant	Your goal must be relevant . Why is achieving your goal important to you? How is it meaningful?	Achieving this goal is important and meaningful to me because	T imely	Your goal must be timely . How much time do you have to achieve your goal?	My goal will be achieved by	Discuss: • This is a template we will be using to write SMART goals • Stop projecting and then you will see a text box in each section to allow you to enter the group's ideas ASK: What are some topic ideas for a SMART goal? Decide on a goal to write together as an entire group, getting feedback along the way from participants. Encourage them to give ideas and decide on the goal as you go. Example Goal to Use: SMART goal for becoming a better leader at work • Specific: I will ensure that my team members can count on me as a strong	Do: • Keep track of participants "raising" their hands
S pecific	Your goal must be specific . What exactly are you going to achieve?	My goal is																
M easurable	Your goal must be measurable . How will you measure your progress?	I will track the progress I make towards my goal by																
A ttainable	Your goal must be attainable . Do you have the skills and abilities necessary to achieve your goal?	My goal is attainable because I can																
R elevant	Your goal must be relevant . Why is achieving your goal important to you? How is it meaningful?	Achieving this goal is important and meaningful to me because																
T imely	Your goal must be timely . How much time do you have to achieve your goal?	My goal will be achieved by																

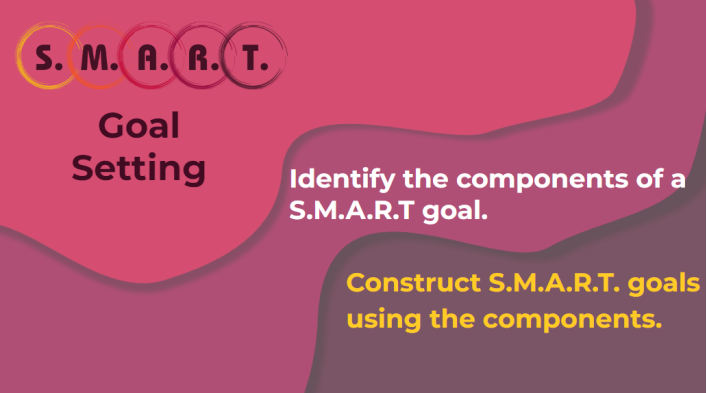
SMART Goal Setting

		leader. ● Measurable: My goal is to survey my team members now and in three months to see how supported they feel. ● Attainable: I've been in this position for six months now, and I have previous management experience at my prior job. ● Relevant: As our company grows, I want to make sure that I'm supporting my team so they can learn and grow too. ● Time-bound: I will become a better leader by the end of this quarter before the company takes on new projects and hire more staff.	
--	--	--	--

SMART Goal Setting

12) 2 min	 SMART GOALS Go to the SMART Goal Planning PowerPoint Specific: Your goal must be specific. What are you going to achieve? What progress I make towards my goal by... Masurable: Your goal must be measurable. How will you measure your progress? Attainable: Your goal must be attainable. Are you realistic? What skills and abilities do you have to achieve your goal? Relevant: Your goal must be relevant to you. How is it meaningful to you? because... Timely: Your goal must be timely. How much time do you have to achieve your goal? My goal will be achieved by... STEPS TO REACH MY GOAL: <table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	1	2	3	4	Do: - Once the group understands how to write the goals, break them into groups. They will be using the SMART Goals planning powerpoint to plan goals in their break out rooms. - Tell the participants that they will be given 15 minutes in the break out rooms to accomplish as many goals as possible. - Remember to tell the group that if they have questions, while they are in the breakout rooms, to let you know.	Do: - Break the group into small groups and place them into break out rooms. - Add a link to the Goal Planning PowerPoint in the chat in case someone does not have access
1	2	3	4				
13) 15 min.	 See you in 15 min	Do: Spend this time going into the breakout rooms to give feedback and answer questions.	Do: Spend this time going into the breakout rooms to give feedback and answer questions.				

SMART Goal Setting

14) 1 min	 S. M. A. R. T. Goal Setting Identify the components of a S.M.A.R.T goal. Construct S.M.A.R.T. goals using the components.	Do: ● Remind the participants of the learning objectives	Do: ● Answer questions placed in the chat
15) 1 min.	 S. M. A. R. T. Goal Setting Thank You	Thank participants for coming and let them know that this concludes the learning.	Do: ● Answer questions placed in the chat