

cto

corporate training options

About Us

Our mission at CTO is empowering people through learning that drives lasting growth and organisational success.

With that focus, we provide high-quality, practical training designed to help individuals and organisations build skills, improve performance and adapt to an ever changing business environment.

With experienced trainers and flexible delivery options, CTO provides engaging, results-focused learning designed to strengthen capability and support long-term business success.

*“Hope is NOT a
Development Plan.”*

Goals and Goal Setting

Other Planning & Organisation Courses

- Strategic Planning
- Time Management
- Project Management

Other Personal Development Courses

- Stress Management
- Conflict Management
- Developing Assertiveness
- Time Management
- Professionalism in the Office
- Effective Communication
- Business Etiquette and Professionalism

*Skills that Win -
Build Teams that Win*

Contact Us

We would love to collaborate with you



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www.cto.com.au

*Our trainers are located all across
Australia.*

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Goals and Goal Setting

The Challenge

Without clear goals, people stay busy without achieving what matters. Vague aspirations like "do better" or "work harder" don't drive results—specific, well-structured goals do. Many people set goals poorly: too vague, too ambitious or disconnected from what they can control. Effective goal-setting provides direction, motivation and a framework for measuring success.

Elevate and Empower -
educate

What you will Learn

- ✓ Set SMART goals that are clear, measurable and achievable
- ✓ Align personal and team goals with organisational objectives
- ✓ Break large goals into manageable action steps
- ✓ Prioritise goals when everything seems important
- ✓ Create accountability systems that ensure follow-through
- ✓ Monitor progress and adjust goals appropriately
- ✓ Maintain motivation and momentum toward goal achievement

Who should Attend

This practical program is valuable for anyone wanting to set and achieve meaningful goals in their professional or organisational context. Ideal participants include:

- Managers and team leaders setting team objectives
- Project managers defining project outcomes
- Individual contributors managing their own performance
- Anyone responsible for planning and achieving results

Course Delivery

- Online via Microsoft Teams
- Onsite at your Workplace
- Hybrid (combination of both)

Duration

- Full Day Course

Group Sizes

Our prices are based on group sizes and not per person (the more the merrier)

- 1 - 3 trainees
- 4 - 15 trainees
- 16 - 20 trainees

Pre Requisites

None - Open to all

Course Modules

Module 1. Why Goals Matter

- The difference between being busy and being effective and why goals close the gap
- The business case: How clear goals drive direction, motivation and results
- Why vague aspirations like "do better" or "work harder" don't work
- Common goal-setting mistakes - too vague, too ambitious or disconnected from control

Module 2. Setting SMART Goals

- Breaking down the SMART framework - what each element actually requires
- Turning a vague aspiration into a specific, measurable goal
- Setting goals that are ambitious enough to matter, achievable enough to pursue
- Common pitfalls that quietly undermine "SMART" goals in practice

Module 3. Aligning Goals with the Bigger Picture

- Connecting personal and team goals to organisational objectives
- Why misaligned goals create wasted effort, even when individually well-set
- Understanding how your goals contribute to the broader strategy
- A framework for checking alignment before committing to a goal

Module 4. Breaking Goals into Action

- Why large goals stall without a clear path to execution
- Breaking big goals into manageable, sequenced action steps
- Identifying the first step that creates momentum
- Avoiding the trap of planning everything before starting anything

Module 5. Prioritising when everything feels important

- Why having too many goals is as risky as having none
- A framework for prioritising goals against impact and capacity
- Saying no to (or deferring) good goals to protect great ones
- Recognising when it's time to drop a goal not just delay it

Module 6. Creating Accountability

- Why good intentions aren't enough to ensure follow-through
- Building accountability systems to yourself and to others
- Using check-ins, deadlines and visibility to sustain commitment
- The role of others in keeping you (and your team) on track

Module 7. Monitoring Progress and Adjusting Course

- Building a simple system for tracking progress against goals
- Distinguishing a goal that needs adjusting from one that needs abandoning
- Responding to setbacks without losing sight of the goal
- Knowing when changing circumstances mean it's time to recalibrate

Module 8. Sustaining Motivation and Momentum

- Why motivation dips even on well-set, well-aligned goals
- Strategies for maintaining momentum over the long haul
- Celebrating progress without losing focus on what's left
- A personal goal-setting plan to carry forward

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