

COURSE OVERVIEW

Defining Personal Goals

TIPTM-102

Defining personal goals in both your personal and professional life is essential for creating clarity, direction, and purpose. Goals act as a roadmap, helping you focus your energy on what truly matters, whether it's advancing your career, improving your health, or building stronger relationships.

In the workplace, clear goals enhance motivation, accountability, and performance. Similarly, in your personal life, they foster self-confidence, resilience, and a sense of accomplishment.

Module 1: Defining Personal Goals

Setting personal goals is essential for growth and fulfilment; it gives your life direction, boosts motivation, and helps you focus on what truly matters.

- Vision for your future
- The definition of goals
- The difference between a goal and an objective
- Benefits of having goals
- Goal setting formula

Suitable for:

All Managers, Team Leaders, Supervisors, HR Professionals and Strategic Decision makers. Anyone looking for career progression or a career change.

Skills achieved:

- Goal Setting (Basic)
- Career Ambition (Basic)

Related Resources:

- Career Development Assessment
- Learning Plan Assessment
- Work-related stress Assessment
- Performance Checklist
- Performance Improvement Plan Checklist

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

25 Minutes

Related Courses:

- Developing Self Awareness
- Managing Performance
- Learning to Learn
- Positive Mindset
- Effective Time Management
- Stress Awareness