

## Managing Organizational Goals (Tier 1)

1 Day

### Description

As a manager, you are responsible for setting the goals for your team and for managing their work. Organizational goals can often get lost in layers of management and not get communicated to the individual contributors. In the absence of goals, employees can feel unmotivated or can even set their own goals for achievement, which will result in poor and conflicting team performance. In this course, you will develop skills needed to establish tactical goals for your team based on organizational directives and general goals from your manager and create and manage action plans to achieve these goals.

### Prerequisites

- None

### Objectives

- ✓ Refine goals for your team.
- ✓ Develop action plans and contingency plans for achieving your team goals.
- ✓ Manage your team and work with stakeholders in your organization to achieve the action plan.

### Establishing Team Goals

#### **Clarify General Team Goals**

Business Goals  
Success Criteria  
Goal Management Process  
Organization  
Mission Statement  
Directives  
Annual Report  
Team Capabilities  
Corporate Resources  
Stakeholders  
The Negotiation Process  
How to Clarify General Team Goals

#### **Create a Goal Map**

High-Level Goals  
Initial Goals  
Middle-Level Goals  
Related Goals  
Goal Map  
How to Create a Goal Map  
How to Translate General Goals into Tactical Goals  
Create Action Plans for Achieving Goals  
Develop a Contingency Plan  
How to Evaluate Success

### **Translate General Goals into Tactical Goals**

Smart Goals

#### **Developing a Team Plan**

#### **Create Action Plans for Achieving Goals**

Action Plan  
Action Plan Development Process  
Organizational Culture  
How to Create the Action Plan

#### **Develop a Contingency Plan**

Contingency Plan  
Critical Path  
How to Develop a Contingency Plan

#### **Achieving the Team Plan**

#### **Implement the Action Plan**

Coaching  
Monitoring  
Advocacy  
Obstacles  
Implementation Strategies  
How to Implement Your Action Plans

#### **Evaluate Success**

Evaluation Methods  
Success Measures

#### **Creating the Action Plan: Notes**

Evaluating Success: Notes