

BUSINESS SKILLS

MANAGING ORGANIZATIONAL GOALS



**CREATING ACTION PLANS
TO MAXIMIZE TEAM
PERFORMANCE**

Format:

*Instructor-Led group-paced,
classroom-delivery learning model
with structured hands-on activities.*

Course Length:

1 Day

Course 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.

Course Objective:

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 an action plan to achieve these goals.

Target Student:

This course is intended for the professional employee who is a team leader.

Hardware Requirements

- Pentium® 90 MHz or higher processor.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft® Internet Explorer® 5.0x, 5.5, 6.0; or Netscape Navigator® (excluding 6.0 and 6.1).

**PREREQUISITE
EXPERIENCE:**

*Prior to taking
this course, the
student should
have knowledge of
corporate goals.*

*You may also find
the following courses
beneficial:*

*Motivating
Employees*

*Change Management
for Managers*

*What Good
Managers Do:*

The First 100 Days

Negotiating Skills

Delegating



Contact Us  

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- Adobe® Acrobat Reader® 6.0 or higher
- Apple® QuickTime® 5.0 or higher
- Macromedia® Flash Player® 6.0.79 or higher
- Macromedia® Shockwave® 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- 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.

Course Content

Lesson 1: Establishing Team Goals

- Topic 1A: Clarify General Team Goals
- Topic 1B: Create a Goal Map
- Topic 1C: Translate General Goals into Tactical Goals

Lesson 2: Developing a Team Plan

- Topic 2A: Create Action Plans for Achieving Goals
- Topic 2B: Develop a Contingency Plan

Lesson 3: Achieving the Team Plan

- Topic 3A: Implement the Action Plan
- Topic 3B: Evaluate Success

Appendix A: Creating the Action Plan: Notes

Appendix B: Evaluating Success: Notes