

## **BUS01: Creating SMARTER Objectives**

Having completed this course, the learner will be able to describe the benefits of effective objectives to the individual and his or her employer. The learner will also be able to create SMARTER objectives and analyse existing objectives to confirm whether they meet the necessary criteria.

This course will help the learner to improve their job performance, develop their existing skills and knowledge and work effectively towards career goals through the creation of practical and effective personal objectives.

All organisations set themselves objectives which drive them towards aspirational goals. Almost all, however, rely on their human resource to provide the skills, knowledge and attitudes necessary to realise those goals and objectives. This means that it is essential all employees possess the ability to create personal objectives that align with those of the organisation, result in personal development and are a source of satisfaction for all.

### **Course Content**

- The Role of Objectives
- The Benefits of Objective setting
- Getting started with Objective setting
- Writing SMARTER Objectives
  - Specific
  - Measurable
  - Achievable
  - Relevant
  - Time-Limited
  - Extending
  - Rewarding
- Analysing Objectives

### **Course Duration**

- 30 minutes

### **Available in:**

- Audio
- Non-audio

### **Delivered via:**


- Internet

**If you require any further information please contact NYES:**

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