

Building Personal Goal Setting

BUILDING



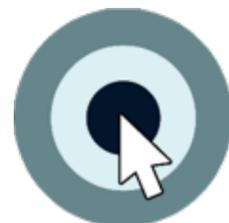
INTRODUCTION

(Get to know, Team Bonding Induction to the function/area)



PLAN

(Co-creation of Team Purpose, Expectations, Goals, Strategies, Budget, JD, Deadlines)



PERSONAL GOAL SETTING

(Set the Individual Goals and Action Plan, Make Personal Goals for Development)

PERFORMING



REGULAR TEAM MEETING

(Regular Tracking of the Plan and Team Performance, Team Review)



REGULAR ONE TO ONES

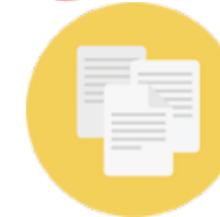
(Tracking and Coaching of Individual Performance and Personal Goals, Feedback)



TEAM DAY

(Team bonding, Team activities, Appreciations)

CLOSING



REPORT

(Key Results Achieved/ Not Achieved)



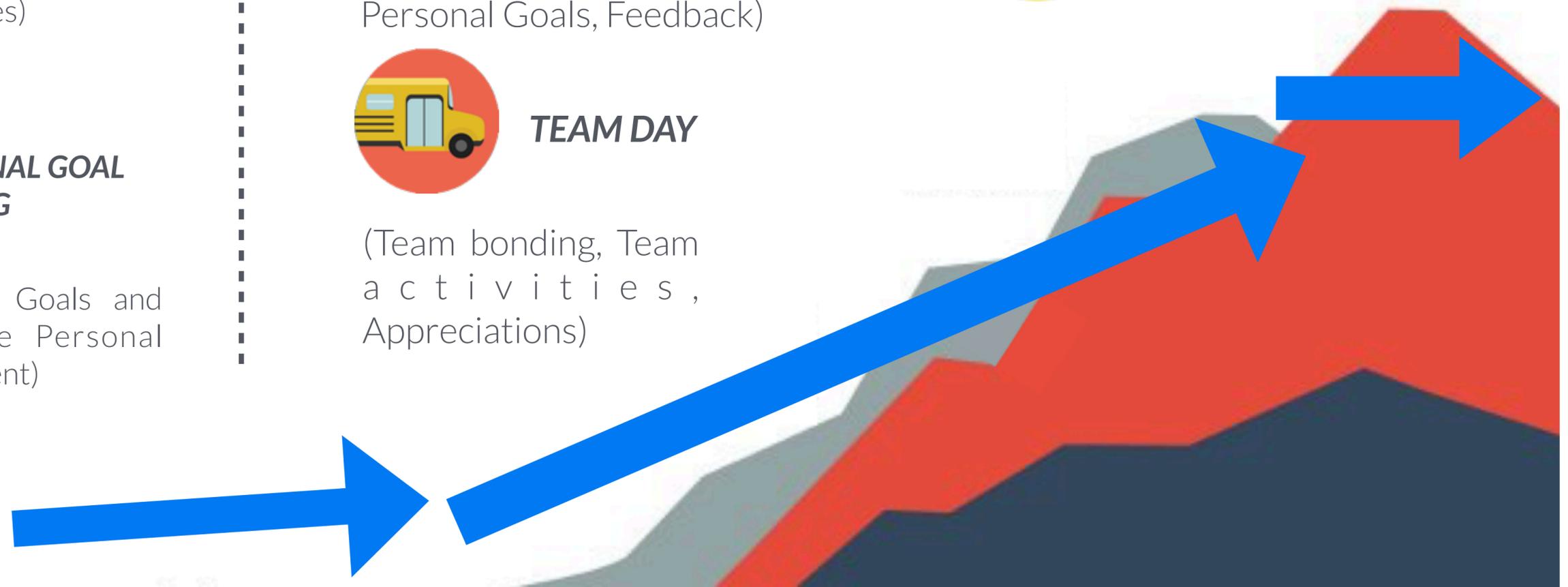
TRANSITION

(Knowledge, Skill, Attitude and Document Transfer)



DEBRIEF

(Team Experience Debrief, Key Learnings, Next Steps)



BUILDING: *Personal Goal Setting*

What is **Personal Goal Setting** ?

The Team Leader has the initial one-to-ones to clarify team member role and JD and set personal development plan:

- Individual Action Plan: *Ensure that the team member is aware of their goals, responsibilities, deadlines and tasks, Check on their capacity and ability to achieve it. Offer support and resources for them to achieve their goals.*

- Personal Goal Setting: *Understand why this team member is here and what do they want to achieve in their AIESEC Experience. Set personal goals for their development and learning.*



**PERSONAL
GOAL SETTING**

(Set the Individual Goals and Action
Plan, Make Personal Goals for
Development)

Personal goal setting is great for team members because:

- 1. It propels you forward as an external representation of your inner desires*
- 2. It's a constant reminder of what they have to accomplish*
- 3. Proper goal setting can break larger and intimidating aspirations into smaller, more achievable stepping stones*
- 4. It will also held them responsible for failure, it's a way to look back and re-evaluate your path in case they have failures*

BUILDING: *Personal Goal Setting*

What are the steps to build a great **Personal Goal Setting**

Step One: Clarity of Vision

First you need to have clarity about your vision and purpose. It's like a long term perspective. How do you see yourself in the future and how your present person can be developed for that? Structure follow vision. So this is the very first thing you need to do.

Step Two: SMART

SMART personal goal setting. Specific, Measurable, Action-Oriented, Realistic and Time-Based. This is all about the "how" part. Do you know how you are going to get there? SMART goals allow you to develop your own roadmap to success in any part of your life. And in AIESEC as well.

Step Three: Follow-Up

Life happen! Over time your priorities and circumstances may change and you need to be flexible in your approach to goal setting. This does not mean that you change your goals every time something crops up. Of course not! But it does mean that you regularly review your goals. So you need to focus on performance and process goals, not just outcome goals.



BUILDING: *Personal Goal Setting*

What are the steps to build a great **Individual Action Plan**

Step One: Mission Statement

After building a personal goal setting, your next step is to create your personal mission statement. This is a clear, written description of the person you intend to be in your work life. Once you have decided how much you want to achieve in your daily JD, you need to write out a personal mission statement that describes the kind of person you intend to become in order to do so.

Step Two: Performance Audit

Once you have written out your mission statement, the next step is what is called a “situational analysis”. Sometimes we call it a “performance audit.” This is the process of analysing yourself thoroughly before you begin planning certain activities. You begin your performance audit by asking yourself some key questions. What can you do particularly well? What can you do better than others? What have you done particularly well in the past? What are the skills you need to develop more?

Step Three: Tasks & Implementation

Prepare a timeline, develop strategies & implement! Translate all your information to a clean copy, listing the actions required, the person responsible for a particular task, and when that task is to be completed. Having now finalised the plan for action in specific terms, this information can now be made available to all involved.



BUILDING: *Personal Goal Setting*

As a team member:

have you ever felt kinda lost in your progress? Not knowing how well or wrong you're doing?

As a team leader:

have you ever felt lost in tracking your members and their personal development?

Do's

Think of performance reviews as a system that begins in onboarding.

Create a plan!

Leave room for failure.

Track your progress because memory can be pretty selective ;)

Reward your success.

Don'ts

Don't be afraid to evaluate your progress!

Don't wait for "someday" to roll around.

Don't except perfection. Persistence is the key! Accept the fact that you might not make it on the first try.

Don't fool yourself into failure.



BUILDING: *Personal Goal Setting*

Some food for thought



“The real value of setting goals is not the recognition or rewards, it’s the person we become by finding the discipline, courage and commitment to achieve them”.



PERSONAL
GOAL SETTING

BUILDING: *Personal Goal Setting*

Goal Setting Worksheet

My Priorities

1.	
2.	
3.	
4.	

When I feel like giving up...

I will tell myself..	
----------------------	--

Goal:

ACTION STEPS:	
1.	
2.	
3.	

Goal:

ACTION STEPS:	
1.	
2.	
3.	



BUILDING: *Personal Goal Setting*

Goal Setting Checklist

SMART-PURE

S: *Specific*

M: *Measurable*

A: *Agreed*

R: *Related to Vision*

T: *Time Planned*

P: *Positively Related*

U: *Understood*

R: *Relevant*

E: *Ethical*



BUILDING: *Personal Goal Setting*

The Goal Pyramid

Start Here



*Break your ultimate goal
down into smaller goals*



*Start small, start today, cross
them off & make headway!*



PERSONAL
GOAL SETTING

BUILDING: *Personal Goal Setting*

Goodie Time!



Golden Rules of Goal Setting



Employee Development Plan



Dealing with Poor Performance



What high performers want at work



PERSONAL
GOAL SETTING

