

## Achieving Goals

### Description

This course is designed for people who want to increase their efficiency in achieving their goals. Participants to this training session will learn how to better define their goals in order to achieve them. They will also learn about methods that will help them develop an action plan, foresee challenges, verify every step toward their goal, and make sure they stay motivated.

### Objectives

#### Allows Participants To:

- Understand the dynamics of individual productivity
- Identify and define realistic goals
- Analyze personal qualities and skills
- Acquire the tools and techniques required to develop an action plan

### Course Content

#### Determining Your Goals

- The goal determination process
- Defining goals
- Assertiveness & visualization techniques

#### Identifying Your Emotions

- Developing self-confidence and a positive self-image
- Managing your feelings
- Understanding the influence exerted by your personality, beliefs and values

#### Accompanying Change

- Turning problems into solutions or opportunities
- Choosing and getting involved
- Identifying restricting beliefs

#### Putting Together an Action Plan

- The process
- Assessing the pros & cons
- Determining possible challenges
- Stepping into action & staying motivated
- Measuring your progress
- Eliminating procrastination & strengthening self-reliance

### Course Specifications

#### Duration:

La formation se déroule en 2 journées.

(Le contenu et la durée de cette session peuvent être adaptés pour la formation sur mesure en entreprise.)

#### Target Audience:

People who want to acquire a method to ensure that they achieve their goals for a significant and satisfying individual productivity.

#### Certification :

Training Certificate

#### Delivery Method:

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)