

# How to Write SMART Goals and KPIs

*A practical and skills-intensive course on how to develop goals that measure performance.*

## YOU WILL LEARN

- Set annual performance goals that are measurable
- Set developmental goals that are related to job skills
- Write SMART goals and targets in alignment to KPIs

## COURSE HIGHLIGHTS

1. Developing Outputs for Measurement – What indicates performance? (KPIs)
2. Analysing Job Roles to Uncover Key Activities
3. Changing Activities into Outputs
4. Using Output to Construct Outcome-Oriented Targets
5. Coaching to Ensure the Agreed Targets are Achieved

## DURATION

2 days