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PHOENIX TS

# Effective Planning and Goal Setting Training

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

Phoenix Ts' Effective Planning and Goal Setting course will teach participants how to engage in performance conversations in a way that will result in a clear understanding of expectations, increased employee performance, and higher employee satisfaction in the Federal Workplace. This training will allow participants to:

- Create a clear understanding of expectations using various communication styles
- Create a written performance plan to guide conversation pertaining to performance
- Take a hands-on approach to monitoring employee performance
- Deliver performance-based feedback
- Engage in difficult performance-based conversations
- Discover personal perceptions that may hinder the effectiveness performance-related conversations
- Show recognition and express appreciation for outstanding performance
- Conduct formal performance reviews

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Course Objectives

At the conclusion of this course, participants will be able to do the following

- Identifying what's truly important to them moving forward personally and professionally

- Use goal setting activities and appropriate language to articulate what they want out of life
- Use motivational techniques to help them reach their goals
- Understand how to deal with setbacks

## Course Outline

### Day 1

#### Module 1: Overview

- Learning objectives

#### Module 2: Pre-Assignment Review

#### Module 3: Self-Understanding

- Understanding the importance of goal setting
- Choosing a mentor

#### Module 4: Laying the Foundation

- Creating your personal vision statement
- A closer look
- Where our values live

#### Module 5: What's in your Bucket?

- The Bucket Principle
- Digging deeper into the bucket
- Steps to success

#### Module 6: Getting Down to Business

- Identify goals
- Goals with SPIRIT



# PhoenixTS

301-258-8200 | [Sales@PhoenixTS.com](mailto:Sales@PhoenixTS.com) | [www.PhoenixTS.com](http://www.PhoenixTS.com)

- My dreams and goals
- Debrief

## Module 7: Getting Started Today

- Ready, set, go
- Visualization techniques
- Action planning and follow-through
- Motivators
- Debrief

## Module 8: Dealing with Setbacks

- Coping Strategies

## Day 2

### Module 1: Course Overview

### Module 2: The Power of Change

- Your Bucket List
- Pre Assignment Review

### Module 3: Changing our Perspective

- Making Changes
- Case Study

### Module 4: Setting Goals

- The Dot Exercise
- Setting Goals with SPIRT

## Module 5: Planning Tips and Tools

- Planning Tools

## Module 6: Setting a Routine

## Module 7: Doing it Right

- Being Brave and Bold
- Case Study

## Module 8: Putting an End to Procrastination

## Module 9: Getting Organized

- Surface of the Desk
- Contents of the Desk
- Guidelines

## Module 10: Organizing your Files

- Sorting Based on File Type
- The Batching Technique

## Module 11: Managing your Workload

- Managing Email
- Case Study
- Workload Analysis

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Starting at **\$1,495**

**ATTENTION**

For GSA pricing or Contractor quotes call  
301-258-8200 – Option 2.

**GSA**



**Price Match Guarantee**

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Effective Planning and Goal Setting Training**

- 2 days instructor-led training
- Effective Planning and Goal Setting Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*