



[View Full Course Details including Latest Schedule Online](#)

PHOENIX TS

Effective Planning and Goal Setting Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

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

| DATE | LOCATION | |
|--|--|----------------------------|
| 1/12/23 - 1/13/23 (2 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 1/19/23 - 1/20/23 (2 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |



| DATE | LOCATION | |
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| 1/19/23 - 1/20/23 (2 days) 8:30AM - 4:30PM | Live Online Open | Contact Us |
| 2/09/23 - 2/10/23 (2 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
| 2/16/23 - 2/17/23 (2 days) 8:30AM - 4:30PM | Columbia, MD Open | Contact Us |
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| 4/06/23 - 4/07/23 (2 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
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| 6/08/23 - 6/09/23 (2 days) 8:30AM - 4:30PM | Tysons Corner, VA Open | Contact Us |
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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
- 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
[240.667.7757](tel:240.667.7757)



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*