

# PLANNING & GOAL SETTING

Workshop - 2 hours **\$150.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Setting goals helps people to look forward to the future and have something to work toward. Planning allows for the goals to be reached gradually, and helps people to avoid or manage obstacles effectively. Learn how to set personal and team goals and establish a plan to achieve these.

## WHO SHOULD ATTEND:

- ▶ Business owners and managers interested in improving their performance and that of their team.

## BENEFITS:

- ▶ Feel more confident setting goals and targets.
- ▶ Learn how to set SMART goals.
- ▶ Get the best possible from yourself and others because every action will be directed towards the desired goal
- ▶ Avoid all the perils and costs of having no goal - of being directionless

## TOPICS:

- ▶ How to set SMART goals
- ▶ Setting goals for your team
- ▶ Determining priorities and planning your work

## REGISTRATIONS:

Contact Natalie on 869-1445

Email: [gistraining@bdo.co.nz](mailto:gistraining@bdo.co.nz)

Online: [www.buseducation.com](http://www.buseducation.com)

## IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

## CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.