

SETTING COLLABORATION GOALS AND DEVELOPING AN ACTION PLAN

INTRODUCTION:

In this skills training program, employees and managers will learn how to set collaboration goals and develop an action plan in order to enhance their ability to work effectively with colleagues, clients, and partners.

Length: 90mins, Half Day

Delivery Option: Face-to-Face, Virtual

Training Aims and Objectives:

- Understand the importance of setting collaboration goals and developing an action plan
- Learn how to set realistic and achievable collaboration goals
- Learn how to develop a plan for achieving collaboration goals
- Practice goal setting and action planning through group exercises
- Enhance communication skills and effectiveness in a collaborative setting

Frameworks covered:

- The SMART goal setting framework
- The use of collaboration tools and techniques to facilitate action planning
- The role of leadership and management in facilitating collaboration and goal achievement

Conclusion:

At the end of this skills training program, participants will have a solid understanding of how to set collaboration goals and develop an action plan in order to enhance their ability to work effectively with colleagues, clients, and partners.

They will be able to set realistic and achievable collaboration goals and develop a plan for achieving these goals, which will enhance communication skills and effectiveness in a collaborative setting.

Methodology:

- Lectures and discussions on the theoretical foundations of goal setting and action planning
- Group exercises to practice setting collaboration goals and developing an action plan

