In person trainer guide - goal setting

# **Slide 1 Setting your goal (2 minutes)**

Welcome the group back after the break.

Or if delivering the goal setting Support to Work Extra group session.

* Welcome everyone to the session.
* Talk about any domestics of the room, such as:
  + heating and lighting
  + where the toilets are
  + if there are any fire alarms scheduled
  + where the fire exits are
  + Explain when break will be.
* Answer any questions the group may have.
* Explain there will be opportunities to ask any questions as we progress through the module.

This presentation should take about 1 hour and 15 minutes.

Explain that we will now explore setting your own goals.

# Slide 2 Activity 1 What is your goal?

Ask group to turn to Activity one in their workbook.

# **Slide 3** Activity **1 What is your goal (10 minutes)**

Give customer around 5 minutes to think about what their goals are.

Use the prompts on the slide to encourage discussion. They will show one at a time.

Encourage the group to share examples of what their goals on this service might be.

Use the flip chart to record different examples.

Ask them to write their chosen goal in box 1A.

# Slide 4 Activity 1 continued (8 minutes)

Continue with the activity to explore the goal deeper.

Discuss the following three questions, one by one. Give the group a couple minutes on each to think and discuss.

1B - When would like to achieve you goal?

1C - What help do you need to achieve your goal?

1D - What barriers might you face?

At the end of each questions ask them to write the relevant answer in the box in the workbook.

# Slide 5 Activity 2 Making your goal SMART (3 minutes)

Open workbook to Activity 2.

Ask customer to write their goal in the top box.

If they are unable to write their goal, then reassure them you will support them with this in their next one to one. It is still important to stay to listen to the information on the next slides.

Now you have your goal identified, we are going to explore how to make that goal SMART.

Before going to the next slide ask if anyone in the group knows what a SMART goal is?

Record any answers on the flip chart.

The next slides will explain what each letter stands for and you can complete this table as we move from through the slides.

As the trainer use this example when explaining the following slides - ‘My goal is to find a job and start working soon’

# Slide 6 Specific (5 minutes)

S stands for Specific.

Ask the group what they think specific means.

Work through the text on the slide. Each line will appear one by one.

Then ask the group, ‘Is my goal specific enough?’

If not, why not?

If they think it is, explain the example below; if we make my goal to find a job and start working soon more specific, we can see how breaking this down into smaller goals can make it more realistic to achieve.

S – (Specific) I want to get closer to finding and starting a suitable job in the next 8 weeks (about 2 months), it must be part time, days with no nights as I have parental responsibilities that I need to fit in around work.

Working with the group give them time to write how to make their individual goal specific in their workbook.

# Slide 7 Measurable (5 minutes)

M stands for Measurable

Ask the group what they think measurable means.

Work through the text on the slide. Each line will appear one by one.

How will I measure if I am on track to achieve my goal?

‘My goal is to find a job and start working soon’

M – (Measurable) I will attend the starting Line group training sessions and 1.1 appointments and work with my adviser on a weekly basis.

Working with the group give them time to write how to make their individual goal measurable in their workbook.

# Slide 8 Attainable (5 minutes)

A stands for Attainable.

Ask the group what they think attainable means.

Work through the text on the slide. Each line will appear one by one.

Is it action-oriented? Is this something that the individual has control over?

For example, the individual does not control whether they are invited to interview, but they do control the quality of job application they submit.

The difference is that the recruiter could receive applications from lots of candidates with more experience than the individual, meaning they do not get an interview. This does not diminish the quality.

How will I know if my goal is attainable?

‘My goal is to find a job and start working soon.’

A – (Attainable)

I will follow my appointment schedule.

I will take part in the group training sessions and be responsible for my weekly action planning, such as following up on job applications and interview feedback.

I will try to focus on any development or new skills and training that I would like to gain during the 7-week programme.

# Slide 9 Realistic (5 minutes)

R stand for Realistic.

Ask the group what they think realistic means.

Work through the text on the slide. Each line will appear one by one.

How will I know if it is realistic, I can achieve my goal?

‘My goal is to find a job and start working soon.’

R – (Realistic) I will work openly with my adviser to look for suitable work and engage with the service to overcome any barriers I have.

Give the group time to write how to make their individual goal realistic in their workbook.

# Slide 10 Timebound (5 minutes)

T stands for Timebound.

Ask the group what they think timebound means.

Work through the text on the slide. Each line will appear one by one.

How will I make sure I achieve my goal in a timely manner?

‘My goal is to find a job and start working soon.’

T – (Timebound) I will complete the Starting Line programme in 8 weeks.

With my new employment skills, I would like to be attending interviews, considering job offers or preparing to start work by week 8.

People can adapt this SMART example to their employment, training or volunteering goal.

Give the group time to write how to make their individual goal timebound in their workbook.

# Slide 11 SMART goal setting (2 minutes)

To recap what SMART stands for.

Ask the group to bring these notes with them to their next one to one, where we will create their SMART goal.

# **Slide 12 Reviewing your actions (5 minutes)**

Talk about situations where goals might have to change. Discuss why and how change happens and how to deal with it positively.

# Slide 13 Learn at Scope (1 minute)

To introduce Learn at Scope as a resource.

# Slide 14 What is Learn at Scope? (10 minutes)

Explain Learn at Scope to the group.

Show the Moodle dashboard and how to use it.

If anyone is interested, you can make a referral on their behalf following their next appointment.

# Slide 15 Scope job board (1 minute)

To introduce Scope job board as a resource.

# Slide 16 What is the Scope job board? (3 minutes)

Explain the Scope job board to the group. Prompts will be on the slide.

# Slide 17 How to use the Scope job board (5 minutes)

Play video explaining how to use the Scope job board.

Ask if there are any questions from the group following this.

# **Slide 18 Review and feedback (10 minutes)**

Go back to Slide 3 and review the objectives. Have we achieved them?

Ask people to complete the Wizu feedback.

Share the QR code or link with them.

# **Slide 19 Thank you**

Thank the group for coming.

Talk briefly about next module.

Remind of time, date, and any other housekeeping.