Online trainer guide – goal setting

# **Slide 1 Setting your goal (5 minutes)**

This presentation should last about 1 hour and 30 minutes.

Welcome the group back after the break.

Or if you are delivering a Support to Work Extra group session.

* Welcome everyone to the session.
* Go through the orientation of Microsoft Teams.
* Explain functions in the top toolbar and what they do – People, Chat, Reactions, Rooms, More, Camera, Mic, Share and Leave.
* Let customers know when the break will be.
* If they have a question, they can raise their hand (Reactions) or ask in the chat. Also explain you will allow time for questions as we progress through the modules. Also explain that as the adviser is delivering on their own, they may not pick up questions in the chat straight away.

Explain that we will now explore setting your own goals.

# **Slide 2 What are goals? (5 minutes)**

Talk through each goal, explaining words where necessary.

For example,

* Specific outcomes – a personalised action you want to achieve and how you will do this
* Talk about the terms short-, medium- or long-term in terms of time and give examples

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

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

Encourage them to make notes on this.

Using your mouse click to reveal the 4 different prompts covering outcomes one by one.

Encourage people to explore other goals or examples of their goals to share with the group.

# Slide 4 **Activity** 1 second slide (8 minutes)

Continue with the activity to explore the goal deeper.

Discuss the following 3 questions. Give the group a couple minutes on each to think and take notes or discuss.

When would like to achieve you goal?

What help do you need to achieve your goal?

What barriers might you face?

# Slide 5 Making your goal SMART (3 minutes)

Now you have identified your goal, 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?

What does SMART stand for?

# Slide 6 **Activity** 2 Making your goal SMART (5 minutes)

Let us work together to make your goal SMART.

First, ask each person to write down their goal and then draw the table shown on the slide.

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.

The next slides will explain what each letter stands for. 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 7 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:

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.

It must be part-time, days with no nights as I have parental responsibilities that I need to fit in around work.

# Slide 8 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 appointments and work with my adviser on a weekly basis.

# Slide 9 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 10 Realistic (5 minutes)

R stands 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. I will engage with the service to overcome any barriers I have.

# Slide 11 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.

# Slide 12 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 13 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 14 Learn at Scope (1 minute)

To introduce Learn at Scope as a resource.

# Slide 15 What is Learn at Scope (10 minutes)

Explain Learn at Scope to the group. Show them 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 16 Scope job board (1 minute)

To introduce Scope job board as a resource.

# Slide 17 What is the Scope job board? (3 minutes)

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

# Slide 18 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 19 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 20 Thank you**

Thank the group for coming.

Talk briefly about next module.

Remind of time, date, and any other housekeeping.