



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Managing Organizational Goals

### Course Specifications

**Course number:** 088684 | **Course length:** 1.0 day(s)

### Course Description

As a manager, you are responsible for setting the goals for your team and for managing their work. Organizational goals can often get lost in layers of management and not get communicated to the individual contributors. In the absence of goals, employees can feel unmotivated or can even set their own goals for achievement, which will result in poor and conflicting team performance. In this course, you will develop skills needed to establish tactical goals for your team based on organizational directives and general goals from your manager and create and manage action plans to achieve these goals.

**Course Objective:** You will develop skills needed to establish tactical goals for your team based on organizational directives and general goals from your manager, and create and manage an action plan to achieve these goals.

**Target Student:** This course is intended for the professional employee who is a team leader.

**Prerequisites:** Prior to taking this course, the student should have knowledge of corporate goals. Other courses that may be helpful are What Good Managers Do: The First 100 Days, Negotiating Skills, and Delegating.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Hardware Requirements

- A Pentium 90 MHz or better, or a Macintosh PowerPC.
- Screen resolution of 800 x 600 @ 256 colors.

## Platform Requirements

### Software Requirements

- Microsoft® Windows® 95, 98, 2000, ME, NT 4.0, XP Home Edition, or XP Professional 2000.
- Microsoft® Internet Explorer® 5.0x, 5.5, or 6.0, or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe® Acrobat® Reader® 6.0 or higher; Apple® QuickTime® 5.0 or higher; Macromedia® Flash® Player 6.0.79 or higher; or Macromedia® Shockwave® 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking (Internet Explorer users only).

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Refine goals for your team.
- Develop action plans and contingency plans for achieving your team goals.
- Manage your team and work with stakeholders in your organization to achieve the action plan.

## Course Content

### Lesson 1: Establishing Team Goals

Topic 1A: Clarify General Team Goals

Topic 1B: Create a Goal Map

Topic 1C: Translate General Goals into Tactical Goals

### Lesson 2: Developing a Team Plan

Topic 2A: Create Action Plans for Achieving Goals

Topic 2B: Develop a Contingency Plan

### Lesson 3: Achieving the Team Plan

Topic 3A: Implement the Action Plan

Topic 3B: Evaluate Success

### Appendix A: Creating the Action Plan: Notes

### Appendix B: Evaluating Success: Notes

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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## EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.

Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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