Performance Management SMART GOAL SETTING Template

Goal	Specific sto?, ster?, ster?, stere? sty?	Measurable How will I know when it is accomplished?	Attainable Can objectives pertaining to the goal be carried out? How?	Relevant Now does this goal help you in most your overall algorities?	Time-bound Completed milestones achieved by and of Performance period
e.g. I want to build better relationships with my team	Encourage two-way communication with employees Decrease conflicts Learn coaching skills	Less attrition in my department Staff come to me when they have a problem Issues and conflicts are resolved	Provition weekly employee one on ones Take a coaching course Schedule learn building activities	Better relationships will help our department reach our overall department goal of increased student satisfaction and quality programming	All training and team building activities will be completed within the next 6 months

SMART Goal: Through increasing communication and team building, I will build better relationships my team. I will take training to gain the needed coaching skills and prioritize weekly one on one meetings. I will also schedule 2 team building sessions. All these initiatives are to be completed by December 2014. Based on these efforts employees will be proactive in discussing issues with me and problems will be resolved efficiently which will ultimately lead to less attrition in my department.

Goal	Specific what, what, whent, where? why?	Measurable Nor will know when it is accomplished?	Attainable Can objectives pertaining to the goal be carried out? How?	Relevant. Alter done this goal help you to meet your exercit objective?	Time-bound Completed misetones achieved by and of Performance period
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Smart Casion Play

Avery Cardoza

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