

Goal Setting and Planning

Franco Principe (ACB)

Club Officer Training – June 21

Central Division

A goal is...

- Specific
- Measurable
- Action-oriented
- Realistic
- Time-bounded



Planning

- Makes leaders more future-oriented
- Enables leaders to coordinate decisions
- Reinforces goals
- Ensures efficient use of resources



The Planning Process

- Establish strategies
- Set a timetable
- Assign responsibilities
- Anticipate obstacles
- Modify as necessary





Club Officer Training

Central Division

June 21 – 2008

EDC



Building A Team

Bernard Marmion (DTM)
Club Officer Training – June 21
Central Division

A team is a group of people who work together to accomplish specific, common goals. They share responsibility for their tasks and depend upon one another to achieve them.



Organising your team

- Select team members
- Review goals
- Establish parameters
- Develop a plan
- Assign roles and responsibilities
- Establish controls
- Build team trust



Provide Training

- Communication
- Conflict resolution
- Problem solving
- Effective meetings
- Organising
- Project management





Feedback

If you have any suggestions, ideas or concerns about COT please contact me via email:

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