

## Applying the SMART Framework

**Target Audience:** Employees writing SMART goals

**Timing:** 60 minutes

**Location:** Zoom

**Prerequisites:** eLearning on how to write SMART goals

### Objectives:

- Identify what makes a goal SMART.
- Revise goals to make them SMART.
- Apply the SMART framework to their own performance & development goals.

Timing	Activity
3 minutes	Buffer Time – Introduce yourself
2 minutes	Introduction to facilitator / producer & Zoom navigation
10 minutes	Brief review of eLearning “What is a SMART goal”
15 minutes ( <i>3 min explanation, 1.5 min poll per question, 2.5 min debrief per question</i> )	Zoom Polling – 3 poll questions contain examples of goals. Learners have 2 options for each goal – SMART or Not SMART. Learners have 1 minute to evaluate the goal and submit their response anonymously. Facilitator reviews the responses, tells the correct answer and engages the audience to ask what made the goal SMART or what the goal was missing to make it Not SMART. This is repeated for each poll question.
20 minutes ( <i>1 min explanation, 8 min breakout room, 7 min debrief</i> )	Breakout discussion and debrief – Facilitator shows an example of a goal that is not SMART. Learners are tasked with taking the goal and making it SMART. Learners are put into breakout rooms of 4-5 to discuss the goal. When learners return to the main room, each group shares the updated goal and what they added or changed to make it SMART.
10 minutes	Wrap up and available resources / sign up for Ask and Expert (draft review with an HR Business Partner) / Questions