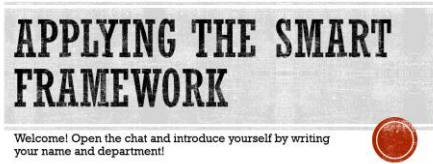







Applying the SMART Framework

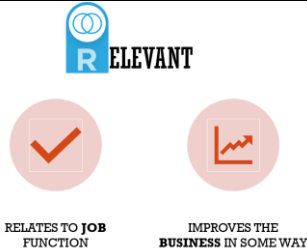


Facilitator's Guide





Preparation	
Facilitator	Producer
<ul style="list-style-type: none"> • Pull up the PowerPoint Deck • Share the PowerPoint in Zoom and make sure that and the chat are visible • Try to generate responses from the learners where ASK is denoted 	<ul style="list-style-type: none"> • Prepare breakout rooms depending on number of sign ups with 5 to a room • Prepare and test polls




Overview of Session		
Slides	Timing	Summary
1-2	5 minutes	Introduction
3-8	10 minutes	Review of "What is a SMART goal"
9-14	15 minutes	Polling Activity
15-16	20 minutes	Breakout Activity
17-18	10 minutes	Resources and Wrap Up



Slide Number & Duration	Slide	Facilitator Notes	Producer Notes
1) 3 minutes		<p>SAY</p> <ul style="list-style-type: none"> • Welcome participants as they enter • Let people know the session will begin • Remind participants to remain muted unless called on 	<p>DO</p> <ul style="list-style-type: none"> • Check people in as they enter • Mute participants as they enter if they are not muted
2) 2 minutes		<p>SAY</p> <ul style="list-style-type: none"> • Introduce yourself and the producer • Let people know how to navigate zoom <p>DO</p>	N/A

		<ul style="list-style-type: none"> • Demonstrate how to use zoom features while you explain 	
<p>3) 30 seconds</p>	 <p>The graphic shows the SMART acronym with icons: a target for Specific, a bar chart for Measurable, a line graph for Achievable, two overlapping circles for Relevant, and a clock for Time-bound. Each letter has a corresponding definition and bullet points.</p>	<p>SAY</p> <ul style="list-style-type: none"> • Give a high level overview of what the acronym SMART stands for • Remind people that they can reference the elearning for additional information 	<p>N/A</p>
<p>4) 30 seconds</p>	 <p>SPECIFIC</p> <p>STATE WHAT YOU WILL DO USE ACTION WORDS</p>	<p>SAY</p> <ul style="list-style-type: none"> • Describe what “Specific” means • Give examples of how goals are specific 	<p>N/A</p>
<p>5) 30 seconds</p>	 <p>MEASURABLE</p> <p>PROVIDE A WAY TO EVALUATE IT USE METRICS OR DATA TARGETS</p>	<p>SAY</p> <ul style="list-style-type: none"> • Describe what “Measurable” means • Give examples of how goals are measurable 	<p>N/A</p>
<p>6) 30 seconds</p>	 <p>ACHIEVABLE</p> <p>WITHIN SCOPE POSSIBLE TO ACCOMPLISH, ATTAINABLE</p>	<p>SAY</p> <ul style="list-style-type: none"> • Describe what “Achievable” means • Give examples of how goals are achievable 	<p>N/A</p>

<p>7) 30 seconds</p>		<p>SAY</p> <ul style="list-style-type: none"> Describe what “Relevant” means Give examples of how goals are relevant 	<p>N/A</p>
<p>8) 30 seconds</p>		<p>SAY</p> <ul style="list-style-type: none"> Describe what “Time-Bound” means Give examples of how goals are time-bound 	<p>N/A</p>
<p>9) 1.5 minutes</p>	<p>POLL QUESTION 1: SMART OR NOT SMART</p> <p>I will improve my listening skills by repeating what the other person has said occasionally.</p>	<p>SAY</p> <ul style="list-style-type: none"> Read the poll question aloud <p>DO</p> <ul style="list-style-type: none"> Remind people how polling works Wait for one minute after reading the question for people to respond Count down from 10 before closing the poll 	<p>DO</p> <ul style="list-style-type: none"> Start the poll when the question is being read Close the poll when the countdown ends
<p>10) 2.5 minutes</p>		<p>SAY</p> <ul style="list-style-type: none"> Recap distribution of responses Provide correct response <p>ASK</p> <ul style="list-style-type: none"> What is missing from this goal? How would you make this SMART? 	<p>DO</p> <ul style="list-style-type: none"> Show poll responses during debrief Remove the poll question before moving to next slide

<p>11) 1.5 minutes</p>	<p>POLL QUESTION 2: SMART OR NOT SMART</p> <p>Decrease spending by 20% in the next year by making coffee at home instead of going to the coffee shop.</p> 	<p>SAY</p> <ul style="list-style-type: none"> • Read the poll question aloud <p>DO</p> <ul style="list-style-type: none"> • Wait for one minute after reading the question for people to respond • Count down from 10 before closing the poll 	<p>DO</p> <ul style="list-style-type: none"> • Start the poll when the question is being read • Close the poll when the countdown ends
<p>12) 2.5 minutes</p>	 <p>Let's Debrief</p> 	<p>SAY</p> <ul style="list-style-type: none"> • Recap distribution of responses • Provide correct response <p>ASK</p> <ul style="list-style-type: none"> • What makes this goal specific? • Measurable? • Achievable? • Relevant? • Time-bound? 	<p>DO</p> <ul style="list-style-type: none"> • Show poll responses during debrief • Remove the poll question before moving to next slide
<p>13) 1.5 minutes</p>	<p>POLL QUESTION 3: SMART OR NOT SMART</p> <p>Increase networking with peers by the end of the year.</p> 	<p>SAY</p> <ul style="list-style-type: none"> • Read the poll question aloud <p>DO</p> <ul style="list-style-type: none"> • Wait for one minute after reading the question for people to respond • Count down from 10 before closing the poll 	<p>DO</p> <ul style="list-style-type: none"> • Start the poll when the question is being read • Close the poll when the countdown ends

<p>14) 2.5 minutes</p>	 <p>NOT SMART</p> <p>Let's Debrief</p>	<p>SAY</p> <ul style="list-style-type: none"> Recap distribution of responses Provide correct response <p>ASK</p> <ul style="list-style-type: none"> What is missing from this goal? How would you make this SMART? 	<p>DO</p> <ul style="list-style-type: none"> Show poll responses during debrief Remove the poll question before moving to next slide
<p>15) 10 minutes</p>	<p>BREAKOUT DISCUSSION: MAKE IT SMART!</p> <p>I'd like to improve my communication skills.</p> 	<p>SAY</p> <ul style="list-style-type: none"> Explain the breakout activity Read the goal that needs to be SMART Check for questions before creating the breakout rooms 	<p>DO</p> <ul style="list-style-type: none"> Prepare the breakout rooms while activity is explained Create breakouts Keep time Provide a 1 minute warning before closing breakout rooms
<p>16) 10 minutes</p>	 <p>DEBRIEF</p> <p>How did you make the goal SMART?</p>	<p>DO</p> <ul style="list-style-type: none"> Have each breakout room read their new goal Have them explain why they created the goal they did Have them explain how they hit each element of SMART in their new goal 	<p>DO</p> <ul style="list-style-type: none"> Close the breakout rooms

<p>17) 5 minutes</p>	 <p>HELP AND RESOURCES</p> <ul style="list-style-type: none"> • Contact your HR Business Partner • Search the website for job aids and articles • Use the goals template 	<p>SAY</p> <ul style="list-style-type: none"> • Go over the different people, training and tools available 	<p>N/A</p>
<p>18) 5 minutes</p>	 <p>THANK YOU!</p> <p>Click to add text</p>	<p>ASK</p> <ul style="list-style-type: none"> • Check if people have questions <p>DO</p> <ul style="list-style-type: none"> • Thank everyone for coming 	<p>N/A</p>