

CREATING GOALS & METRICS FOR TRAINING

IN

10 STEPS

Strong goals are all-important for seeing a high return on your organization's investment in training. Building a training program that gains full buy-in from leadership and receives positive recognition from employees requires a laser focus on continually working towards the desired results.

The plan you create for a training program must **start with the end in mind** – what are the goals? What are the expected results?

For many organizations, developing goals and metrics for training can be very challenging.

START WITH THESE 10 STEPS TO BUILD YOUR TRAINING GOALS AND METRICS:

1. WHY



First, you'll need to understand why the program, partnership, or resources were purchased to begin with.

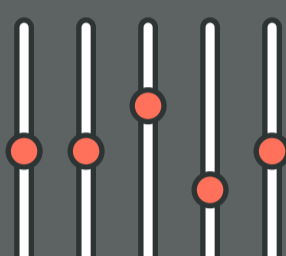
Why is the training program in place today? Hint: It isn't "because we have to provide training." There's more to it than that, so your first step is to **find out the main reason why a training program was implemented.**

2. IMPORTANCE



The next step is to agree that developing goals is an important and necessary component of a training program. You're not going to get very far with achieving them if people aren't bought into the importance of having them in the first place.

3. ALIGNMENT



What do you truly want for your program? What does your organization want?

Business alignment is not unique to program management or getting leadership buy in. It's the cornerstone of creating appropriate goals and metrics for a successful training program.

4. VISUALIZE



The more time you spend describing and visualizing your goals, the better your chances will be to actually reach them.

Visualization is a very effective technique for achieving success – it helps advance you through the milestones necessary to reach targets.

5. START



A mistake many people make when setting goals is trying to change too many things at once. Start with one goal, then as you get that one under control, you can slowly add more.

Getting started is the most important thing! Once you've gone through the first 4 steps, don't keep putting it off thinking you'll be able to refine it more beforehand.

Just start! Refining comes later.

6. MILESTONE



Goals and milestones complement each other like bread and butter.

A **goal** acts as a source of inspiration and a sense of objective that is shared by the whole team.

A **milestone** is an action or achievement necessary to show progress toward a goal.

As milestones are reached, those tasked with achieving a goal can see progress, assess new complications or opportunities that have emerged, and adjust plans and procedures before moving forward.

7. MEASUREMENT



By tracking and analyzing milestones on a daily or weekly basis, you'll keep targets visible and in front of you. This way, you can ensure that your plan is working in your favor.

Tracking progress toward goals answers questions like: What are you doing daily that's helping you to move closer to your goals? Are you moving further away?

8. AGILITY



We can set a plan to achieve our business goals, act on that plan, and track progress, but if we're not getting the results we're after, then it's necessary to adjust plans.

If you can see that you're not headed in the right direction, don't let the ship hit the rocks – make the decision to **take the helm and change course!**

9. VISIBILITY



One of the most important chapters in any goal setting book would be about sharing. About making your goals public, verifiable, and open.

- Sharing goals with others helps to hold you accountable.
- Discussing your goals with others helps to refine and clarify them.
- You'll need to measure how long you have until you reach your goal – peers can help serve as guides for progress measurement.
- Sharing goals helps create connections and grow your social circle, both deeper and wider.

10. CELEBRATE



You made it! Now you can positively reinforce your team's work toward achieving goals by giving recognition where it's due and showing genuine appreciation to each individual involved.

With this success, the team can build on it and bring in new ideas to create your next goals!

Creating a training program can be a lot of work. With clear goals and metrics in mind, you'll be able to see what success looks like, and ensure you have the right program in place to get you there.

RECOMMENDED RESOURCES

