



Course details

Course title

Professional Development: Setting Goals and Targets

Course code

Q00017089

Course date

Start: 03/03/25

End: 07/04/25

Number of classes

6 sessions

Timetable

Mon 3rd Mar, 10:30 to 13:30

Mon 10th Mar, 10:30 to 13:30

Mon 17th Mar, 10:30 to 13:30

Mon 24th Mar, 10:30 to 13:30

Mon 31st Mar, 10:30 to 13:30

Mon 7th Apr, 10:30 to 13:30

Tutor

Guest Speaker

Fee range

Free to £75.60

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Tricuro -Parkstone Connect Day Centre (P)
Croft Road
Poole
BH12 3LD

Level of study

Beginners

Course overview

Would you like to be more productive? Setting goals and organising your surroundings can help you avoid getting sidetracked and boost your personal productivity. Sometimes it's hard to get things done when there are many distractions in your space. Decluttering and organising your home can help you avoid procrastination. (Decluttering can also be a good way to earn some extra money!) This goal-setting course will introduce you to the concept of SMART targets. This stands for Specific, Measurable, Achievable, Relevant, and Time-bound goals. This method helps you set goals that you can realistically achieve. You'll learn organisation skills to help you declutter your space and maintain focus.

Course description

Understand the importance of organising your time to help you achieve your goals. Explore prioritisation techniques. Goal-setting courses help you find ways to order your priorities and set clear objectives. There are many strategies for increasing personal productivity.

The aim of this course is to help you explore different techniques and find ones that suit you. This course can teach you important soft skills to improve your organisation and increase your productivity. Depending on your needs, there are various study options after this course. You may be interested in courses in Time Management or Leadership. Your tutor will chat to you to understand your needs and interests, and help you decide which further courses can suit your preferences. To study this goal-setting course you'll need an internet connection. This is so you can access our digital learning platform, Canvas. The WEA is committed to accessible adult education for all. If you have any accessibility requirements, please let us know and we will do our best to accommodate your needs. Most of our courses are free for most of our learners. Please note that you need to get to the end of the enrolment process to see the discounts.

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need alternative financial help to access them then let us know.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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