

## Setting Goals and Objectives

### Lesson Plan:

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**Duration:** 50 Minutes

**Teaching Method:** Lecture/Discussion

**References:** Student Guide & Slide Presentation

**Teaching Aids/Handouts:** Student Guide & Slide Presentation

**Reading Assignment:** Student Guide

**Lesson Objective:** Comprehend how to set attainable goals and objectives.

### Desired Learning Outcomes:

1. Discuss the importance of setting goals and objectives.
2. Define the term goal in your own words.
3. Describe the characteristics of a goal.
4. Define the term objective in your own words.
5. Describe the characteristics of objectives.
6. Explain how to set effective goals and objectives.

### Lesson Strategy:

This segment is designed to enhance the students' ability to set goals and objectives. A primary job of a unit commander is to guide the efforts of their unit. Goals and objectives compose the framework for this guidance.

This lesson will first discuss the importance of setting goals and objectives, how they articulate the unit's vision for the future. Next, the lesson will define what goals and objectives are and describe their characteristics. After, the lesson discusses how to set effective goals and objectives. The lesson ends with a goal setting exercise.

# CAP Unit Commanders Course: Director/Instructor Guide

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The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

Use the suggested questions to tie the lesson together at the conclusion.

## Lesson Outline:

### MAIN POINTS:

- I. The importance of setting goals and objectives.
- II. Definition of a goal.
- III. Characteristics of goals.
- IV. Definition of an objective.
- V. Characteristics of objectives.
- VI. Setting effective goals and objectives.

## Teaching Plan

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**Lesson Objective:** Comprehend how to set attainable goals and objectives.

### ATTENTION:

What are your unit's three main goals for the next two years? What objectives have you set to help you attain these goals? How many of your units have established goals and objectives?

### MOTIVATION:

Setting competent goals and objectives is among, if not the most important, tasks you will accomplish with your staff. Goals and objectives represent an integral part of the framework for all squadron activities. These represent the plans for which you will accomplish CAP's mission.

### OVERVIEW:

This segment will examine what goals and objectives really are, how they can help you more effectively manage your unit, and show you techniques for setting effective goals and objectives. We'll first discuss their importance, and then go into a detailed discussion about what goals and objectives really are and their characteristics. After, we'll discuss different goal setting techniques, and finish the section with an exercise in which you'll formulate goals and objectives for your own units.

## **TRANSITION:**

STATE: CAP has a three-faceted mission. Why bother setting goals beyond accomplishing the mission? CAP's mission should always be the primary focus of your effort, but the mission doesn't tell you HOW to complete it. Goals and objectives provide the framework that makes mission achievement possible.

## Main Points:

### **MP I. The importance of setting goals and objectives.**

- A. Goals share vision.
- B. Setting goals and publicizing them communicates your vision.
- C. Goals motivate members toward achievement.
- D. Goals and objectives provide a roadmap to success.

### **MP II. Definition of a goal.**

- A. A goal is a broad-scoped end – the desired result.
  - 1. An end result to reach for.
  - 2. A dream with a deadline.
- B. Goals are generally strategic in nature.

### **MP III. Characteristics of goals (“SMAC”)**

- A. Specific (understandable).
- B. Measurable (know when it's done).
- C. Achievable (within capabilities).
- D. Compatible (fits CAP's mission and goals of the wing).
- E. Examples/Non-examples.

### **MP IV. Definition of an objective**

- A. An objective is an action step planned to reach a goal.
- B. Objectives are tactical.

### **MP V. Characteristics of objectives**

- A. Specific (understandable).
- B. Measurable (know when it's done).
- C. Achievable (within capabilities).
- D. Compatible with the goal the objective supports.
- E. Examples/Non-examples.

### **MP VI. Setting effective goals and objectives**

- A. Formatting a goal.  
Does it pass the SMAC test?
- B. Formulating objectives.  
Will it help you attain the goal?
- C. Periodic maintenance and follow-up.
  - 1. Does the goal still fit the mission?
  - 2. Have goals changed?
  - 3. Has the objective met the goal?

### **QUESTION AND ANSWERS:**

Field any questions that the students may have.

### **Exercise:**

**EXERCISE OBJECTIVE:** To enable students to apply what they have learned from the Setting Goals and Objectives segment and complete the exercise.

**NOTE:** In completing the exercise the students will demonstrate comprehension of how to set competent attainable goals and objectives.

In this exercise you will develop goals and objectives for your unit. Treat the exercise exactly as you would an actual planning session; as if your unit will actually implement the plans you make.

- A. Develop three goals for your unit to accomplish over the next year.  
Questions which must be answered for each goal:
  - 1. Why do you feel this goal is necessary?
  - 2. Does it pass the SMAC test?
    - a. Specific
    - b. Measurable
    - c. Achievable
    - d. Compatible
- B. Using one of your three goals, develop three objectives to accomplish the goal.  
Questions which must be answered for each objective:
  - 1. Why is this objective critical to goal accomplishment?
  - 2. Does it pass the SMAC test?
    - a. Specific
    - b. Measurable
    - c. Achievable
    - d. Compatible

**STATE:** Setting competent goals and objectives is among, if not the most important tasks you will accomplish with your staff. Goals and objectives represent an integral part of the framework for all squadron activities. These represent the plans for which you will accomplish CAP's mission.

**NEXT:** Review the exercise results with the students.

### Lesson Summary:

#### **SUMMARY:**

Setting goals and objectives is one of the most important things you can do to ensure the effectiveness of your unit. It provides the path for your members to follow, sets the vision, and gives you a measuring stick to measure progress. You will be left blind without them.

#### **REMOTIVATION:**

Setting competent goals and objectives is among, if not the most important, tasks you will accomplish with your staff. Goals and objectives represent an integral part of the framework for all squadron activities. Take what you've learned here and apply that knowledge to help set goals and objectives to accomplish CAP's mission.

#### **CLOSURE:**

When you set effective goals and objectives your job will become easier. When you figure out what you have to do, you'll have much less trouble figuring out how to do it.

### Suggested Questions:

1. **Why is important to have goals in life?**

Answer: To give one's life direction.

2. **What are some benefits of goals?**

Answer: Answers will vary; see below for some possible answers

- a. They provide motivation through difficult times and choices.
- b. They provide a measurable sense of accomplishment
- c. They help to define priorities

3. **Why is it important to set objectives?**

Answer: They are action steps to achieve our goals.

Field any other questions that the students may have.