KENNESAW STATE UNIVERSITY
HUMAN RESOURCES

NAVIGATING SUCCESSFUL GOAL SETTING

A TACTICAL MANAGERS APPROACH

START

UNLOCKING YOUR BEST RESULTS

Click to see your HRBP's keys to goal setting.

TEAM & INDIVIDUAL GOALS

Team goals align efforts, foster collaboration, and drive collective success, providing focus, motivation, and accountability. Conversely, **individual goals** support personal growth, autonomy, and alignment with organizational objectives, empowering team members to pursue aspirations and enhance performance. Balancing both types of goals maximizes teamwork and nurtures the development and engagement of each team member.

HUMAN FOCUS

Involve team members in the planning process to ensure that goals are realistic, achievable, and meaningful to everyone. This **collaborative approach** promotes buy-in and ownership, increasing motivation and commitment to success.

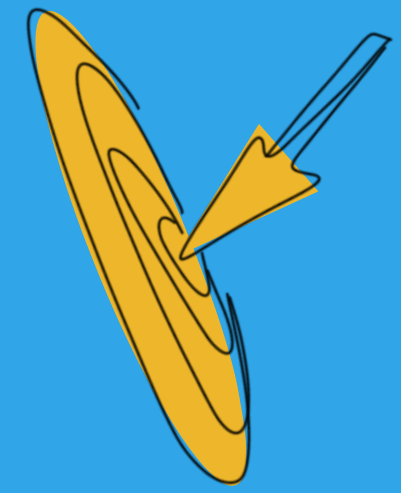
ACTIVE FLEXIBILITY

Active flexibility with goals promotes a dynamic approach to goal setting, where adjustments are made as needed to respond to changing circumstances. This mindset fosters resilience and adaptability, enabling individuals and teams to stay focused on their objectives while embracing opportunities for growth and improvement.

CREATE BALANCE

Consider both short-term and long-term objectives when setting goals. While quantitative goals often focus on short-term results, qualitative goals may be more aligned with long-term success and sustainability. Strive for a **balance** between **immediate gains** and **broader, lasting impacts.**

LEARNING OBJECTIVES



- Helping your employees set their own goals
- How your employees enter their goals in the system
- How managers approve goals in the system
- How do managers make edits to approved goals
- Tracking goal progress during check-ins

WHAT IS A GOOD GOAL?

EVALUATION CRITERIA

- A good goal creates a link between the university's strategic objectives and how you **create value in your position.**
- When creating your goals consider how you will **measure your success.** What key metrics will help you track your progess and achievements.
- For more information and a chance to test your knowledge, check out the **goal setting app** below.

CHECK THIS OUT +

TYPES OF GOALS

PRODUCTIVITY GOAL

A productivity goal is a **specific objective or target** set by an individual, team, or organization to enhance efficiency, effectiveness, and output within a given timeframe.

Productivity goals are typically **designed to improve performance** in various aspects of work, such as time management, resource utilization, task completion, and overall output.

These goals are often **measurable and actionable,** providing a clear focus and direction for efforts aimed at increasing productivity.

Examples of productivity goals include reducing the time taken to complete a task, increasing the quantity or quality of output, streamlining processes, and optimizing resource allocation. Achieving productivity goals often involves strategic planning, prioritization, effective use of tools and resources, and ongoing evaluation and adjustment of performance.

PROFESSIONAL DEVELOPMENT GOALS

Development goals refer to **specific objectives or targets** set by individuals, or leaders to enhance skills, knowledge, capabilities, and personal or professional growth over a specified period.

Unlike productivity goals, which primarily focus on output and efficiency, development goals concentrate on personal or professional advancement and improvement. These goals typically **aim to expand expertise, acquire new skills, improve performance, and foster continuous learning and development.**

Development goals can **encompass various areas, such as** technical skills, soft skills (e.g., communication, leadership), career advancement, personal growth, and organizational effectiveness.

Achieving development goals often involves identifying areas for improvement, creating action plans, seeking learning opportunities (e.g., training, mentorship, self-study), receiving feedback, and reflecting on progress.

STUDENT SUCCESS GOALS

- ACADEMIC ADVISOR
- OFFICE MANAGER
- PROGRAM COORDINATOR
- SR BUSINESS OPS MANAGER

OFFICE MANAGER

DESCRIPTION:

Supports the administrative functions of a department or office, promoting efficiency, effectiveness, and collaboration within the university community.

SCENARIO:

Promoting student success often involves collaboration with various campus departments, faculty members, advisors, student support services, and external partners. Office managers may face challenges in coordinating efforts, fostering collaboration, and aligning resources across multiple stakeholders to provide seamless support to students.

GOALS | CHECKPOINT | EVALUATION

Goal: Enhance cross-departmental collaboration and alignment of resources to improve student retention rates by X% within the next academic year.

Objective 1: Facilitate regular meetings and communication channels among representatives from various campus departments, faculty members, advisors, and student support services to identify common goals, share best practices, and coordinate efforts to support student success.

SR. BUS OPS MANAGER

DESCRIPTION:

Manage financial resources effectively to support student-centered initiatives, such as academic programs, student services, scholarships, and extracurricular activities.

SCENARIO:

Adequate budget allocation allows universities to provide essential resources such as modern facilities, up-to-date technology, academic materials, and support services. Insufficient funding may result in limited access to these resources, hindering students' ability to excel academically and engage fully in their studies.

GOALS | CHECKPOINT | EVALUATION

Increase the annual budget allocation for student support services, including academic advising, counseling, tutoring, and career development, by 15% within the next fiscal year.

Monitor the progress of the budget approval process, follow up with university administrators as needed, and provide updates to stakeholders regarding the status of the budget increase request.

PROGRAM COORDINATOR

DESCRIPTION:

Supports the the successful implementation and administration of academic or non-academic programs, fostering student success, and contributing to the overall mission and goals of the university.

SCENARIO:

Encouraging active engagement and participation among students can be challenging, especially in online or hybrid learning environments. Program coordinators may need to implement strategies to promote student interaction, collaboration, and involvement in program activities

GOALS | CHECKPOINT | EVALUATION

Facilitate student engagement opportunities, such as workshops, seminars, and networking events, with at least 70% of enrolled students participating in at least one engagement activity per semester.

ACADEMIC ADVISOR

DESCRIPTION:

Assist students in making informed decisions regarding their academic and career goals, as well as helping them overcome any obstacles they may encounter along the way.

SCENARIO:

As an academic advisor, you notice that students in your assigned program are having difficulty with their course load and are dropping specific classes at the same times every year.

GOALS	CHECKPOINT	EVALUATION

Strengthen academic advising services by providing proactive outreach to students enrolled in 400-level major classes, schedule a monthly meeting with the identified students, track progression rates to achieve a **10% increase in course completion by December 2024.**

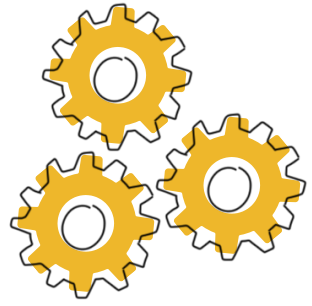
FINANCIAL STEWARDSHIP GOALS

ACCOUNTANT

PROGRAM MANAGER

EVENT COORDINATOR

ASSOCIATE DIRECTOR



ASSOC. DIRECTOR

DESCRIPTION:

Plays a key role in supporting the leadership and administration of a department or program within the university, contributing to its success and the overall mission of the institution.

SCENARIO:

Your department is facing competing demands for limited resources, such as funding for faculty positions, student scholarships, research projects, equipment purchases, or facility upgrades. Balancing these competing demands while staying within budgetary constraints can be challenging.

GOALS | CHECKPOINT | EVALUATION

Develop a prioritization framework or criteria for evaluating competing demands based on factors such as strategic alignment, impact on departmental mission and goals, return on investment, and stakeholder input. Establish clear criteria for determining the relative importance and priority of each resource request.

PROGRAM MANAGER

DESCRIPTION:

Oversees the planning, development, implementation, and evaluation of academic or non-academic programs .

SCENARIO:

Limited funding can constrain the development of new programs or the expansion of existing ones. Program managers may struggle to secure the necessary resources to hire faculty or staff, develop curriculum materials, purchase equipment or software, or secure space for program activities.

GOALS | CHECKPOINT | EVALUATION

Research and identify a list of at least 20 local businesses and industry stakeholders that align with the goals and objectives of the program.

Secure agreements with at least 10 of the identified potential partners to formalize their commitment to providing funding or resources for the program.

EVENT COORDINATOR

DESCRIPTION:

Ensures the successful implementation of events that support the institution's goals, enhance its reputation, and engage its various stakeholders, including students, faculty, staff, alumni, donors, and the community.

SCENARIO:

Service providers have unexpectedly increased their prices and added extra charges, such as delivery fees, setup fees, or taxes, after the initial contracts have been negotiated and signed. These price hikes can significantly impact the event budget, especially if they were not accounted for during the planning stages.

GOALS | CHECKPOINT | EVALUATION

Work collaboratively with service providers to find a mutually acceptable compromise that balances the need to control costs with the desire to maintain the quality and integrity of the event. Emphasize the importance of maintaining a positive and productive working relationship.

ACCOUNTANT

DESCRIPTION:

Possess strong analytical skills, attention to detail, and a thorough understanding of accounting principles and practices specific to the higher education sector.

SCENARIO:

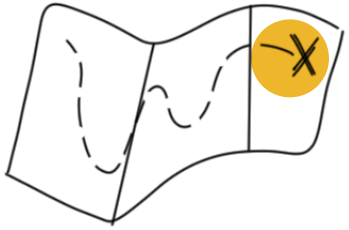
Universities are subject to a wide range of regulatory requirements, including tax laws, accounting standards, grant regulations, and federal funding guidelines. As an accountant you must stay informed about relevant regulations and ensure that the institution remains in compliance to avoid penalties or legal issues.

GOALS | CHECKPOINT | EVALUATION

Achieve 100% accuracy in financial reporting and record-keeping by implementing rigorous internal controls and regular reconciliation processes by the established deadlines.

2

LEARNING SITUATION



How do employees enter goals?

START

Click below to see how Scrappy entered his goals in the system.

ENTER

3

LEARNING SITUATION

How do I approve goals?

START

Click below to see how Scrappy's Manager approves his goals.

APPROVE

4

LEARNING SITUATION

How do I edit approved goals?

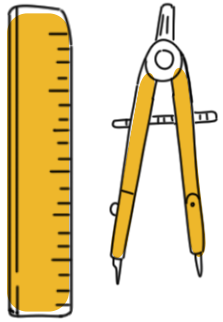
START

Click below to see how Scrappy's Manager edits his goals.

EDIT

5

LEARNING SITUATION



How do we track goal progress?

START

GOAL TRACKING

Academic Advisor Goal:

Strengthen academic advising services by providing proactive outreach to students enrolled in 400-level major classes, **schedule a monthly meeting with the identified students**, track progression rates to achieve a **10% increase in course completion** by **December 2024.**

Start date:
January 2024

Checkpoint date:
September 2024

Goal Rating Scale

5. Conduct monthly meetings, additional 1:1's and increase course completion greater than 15.5%.

4. Conduct monthly meetings, additional 1:1's and increase course completion 10.5% to 15%.

3. Conducts monthly meetings achieving 10% increase in targeted course completion

2. Completes 8 to 11 of the monthly meetings, achieiving 9% to 5% increase in targeted course completion.

1. Conduct 7 or less of the monthly meetings, achieving 4.9% or less increase in targeted course completion.

My notes

Include any additional relevant information or observations from the month, such as student feedback, successes, or areas for improvement.

List any challenges or obstacles faced during the month, such as scheduling difficulties, communication issues, etc.

Briefly describe how these challenges were addressed or mitigated.

IN CASE NO ONE TOLD YOU TODAY - YOU'RE AWESOME!

HOME