

Setting Goals and Objectives

Lesson Plan

DURATION: 90 Minutes

TEACHING METHOD: Lecture/Discussion

REFERENCES: Student Guide, slide presentation

TEACHING AIDS/HANDOUTS: Student Guide, slide presentation

READING ASSIGNMENT: Student Guide

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| Lesson Objective: | Comprehend how to set competent, attainable goals and objectives. |
| Behavioral Objectives: At the end of this segment you will be able to: | <ol style="list-style-type: none"> 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.

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

Lesson Objective

Comprehend how to set competent, 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.

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/Nonexamples.

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.
- B. Measurable.
- C. Achievable.
- D. Compatible with the goal the objective supports.
- E. Examples/Nonexamples.

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.

EXERCISE

Questions and answers

Field any questions that the students may have.

Conclusion

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.

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.

Setting Goals and Objectives

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 the mastery of behavioral objectives which will show comprehension of the 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.

1. 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

2. 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