WORK CARD 1
SMART

The aim of this task is to provide participants with practical experience in developing training goals in accordance with the adopted SMART standards and methodology.

In groups, choose a training topic related to any field of work or interest. Then, develop training goals for your chosen topic.

SMART method: specific, measurable, achievable, relevant and time-bound.

The examples of learning objectives for two different training topics:

Training topic no. 1: Project management in a business environment

- Participants will be able to define project objectives, identifying key results and success indicators.
- Participants will acquire the ability to develop a project schedule, including setting milestones and deadlines for completing tasks.
- Participants will learn to identify and manage project risks by creating a risk management plan and applying appropriate strategies.
- Participants will learn the ability to communicate effectively within a project team, including delegating tasks, conducting meetings and reporting progress.

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- Participants will gain the ability to assess project progress and use appropriate monitoring and control tools and techniques.

Training topic np. 2: Interpersonal communication and building relationships in the workplace

- Participants will learn to listen actively and express themselves clearly, improving communication skills and preventing misunderstandings.
- Participants will acquire the ability to deal with conflicts and negotiate, using effective problem-solving strategies.
- Participants will learn to build positive relationships with coworkers and superiors, using techniques to build trust and empathy.
- Participants will master virtual communication and time management skills, taking into account various communication channels and online tools.
- Participants will acquire the ability to use body language and gestures to effectively convey information and build interpersonal relationships.

These sample learning objectives can provide a starting point for developing more detailed lesson plans and training programs for each topic.
Let's do this!