

Setting Learning Goals for 2019

These goals must be related to what you can reasonably achieve at the site within the timeframe involved and should include transferable, marketable skills for a talent development professional. Once you have outlined your goals, please share them with your manager.

Please keep in mind that your goals should be specific, measurable, attainable, realistic, and time-bound (SMART).

NAME: _____

ROLE: _____

COMPANY: _____



SAMPLE GOAL

Goal: What do I want to achieve?	<i>Introduce a knowledge management system to the organization.</i>
Specific: What do I want to learn?	<i>How to better support my learners with just-in-time content.</i>
Measurable: How will I know I reached my goal?	<i>Launch of the system.</i>
Attainable: How will I do it in a way that is reasonably within my reach?	<i>Leverage ATD membership resources and enroll in ATD's Knowledge Management Certificate to learn the best practices for setting up and launching a knowledge management system.</i>
Realistic: How will I do it given my responsibilities, schedule, and so on?	<ul style="list-style-type: none"> <i>I will dedicate the last hour of every Thursday to reading online resources.</i> <i>I will enroll in the online course occurring on February 5–March 12, 2019.</i>
Time-Bound: What's my deadline?	<i>December 31, 2019</i>
Purpose/Impact: Why does reaching this goal matter to me? To the organization?	<i>Effective knowledge sharing throughout an organization enhances employee performance and fosters innovation.</i>
Accountability: Who else can help hold me accountable for reaching my goal?	<i>My manager: Sue Smith My peers: John Doe, Michael Davis, Sharon Phillips</i>
Barriers to Achieving the Goal: What factors may prevent me from reaching the goal?	<i>Cost for ATD membership: \$399/year Cost to enroll in the Knowledge Management Certificate: \$1,295 (member price)</i>

YOUR GOAL: Now it's your turn to complete this worksheet.

Goal: What do I want to achieve?	
S pecific: What do I want to learn?	
M easurable: How will I know I reached my goal?	
A ttainable: How will I do it in a way that is reasonably within my reach?	
R ealistic: How will I do it given my responsibilities, schedule, and so on?	
T ime-Bound: What's my deadline?	
Purpose/Impact: Why does reaching this goal matter to me? To the organization?	
Accountability: Who else can help hold me accountable for reaching my goal?	
Barriers to Achieving the Goal: What factors may prevent me from reaching the goal?	

MANAGER'S SIGNATURE: _____

LEARNER'S SIGNATURE: _____