HR Performance Management

Setting SMART Goals For Succes



performance@yourorg.org
Human Resources

Training + Working Sessions



Training Sessions

Learn: SMART framework fundamentals, our values & strategic priorities, live examples and Q&A.



Working Sessions

Apply: draft goals hands-on with HR support.



Manager Review & Check-ins

Reinforce: goals validated, weighted, and revisited.

How Working Sessions Drive Reliable Outcomes.



01 Guided, Not Self-Service

HR and managers catch vague or misaligned goals before submission.



03 On-The-Spot Corrections

Common mistakes get fixed in the room, not flagged later.



02 Real-Time Framework Practice

Employees write a goal live, testing it against each SMART letter.



04 Stronger Downstream Cycle

Well-formed goals mean clearer Mid-Year tracking and more objective Annual Reviews.



performance@yourorg.org
Human Resources

*

The Manager's Role in Working Sessions.



01 Coach, Don't Just Approve

Help employees sharpen goals in the moment rather than waiting to review afterward.



02 Model the SMART Standard

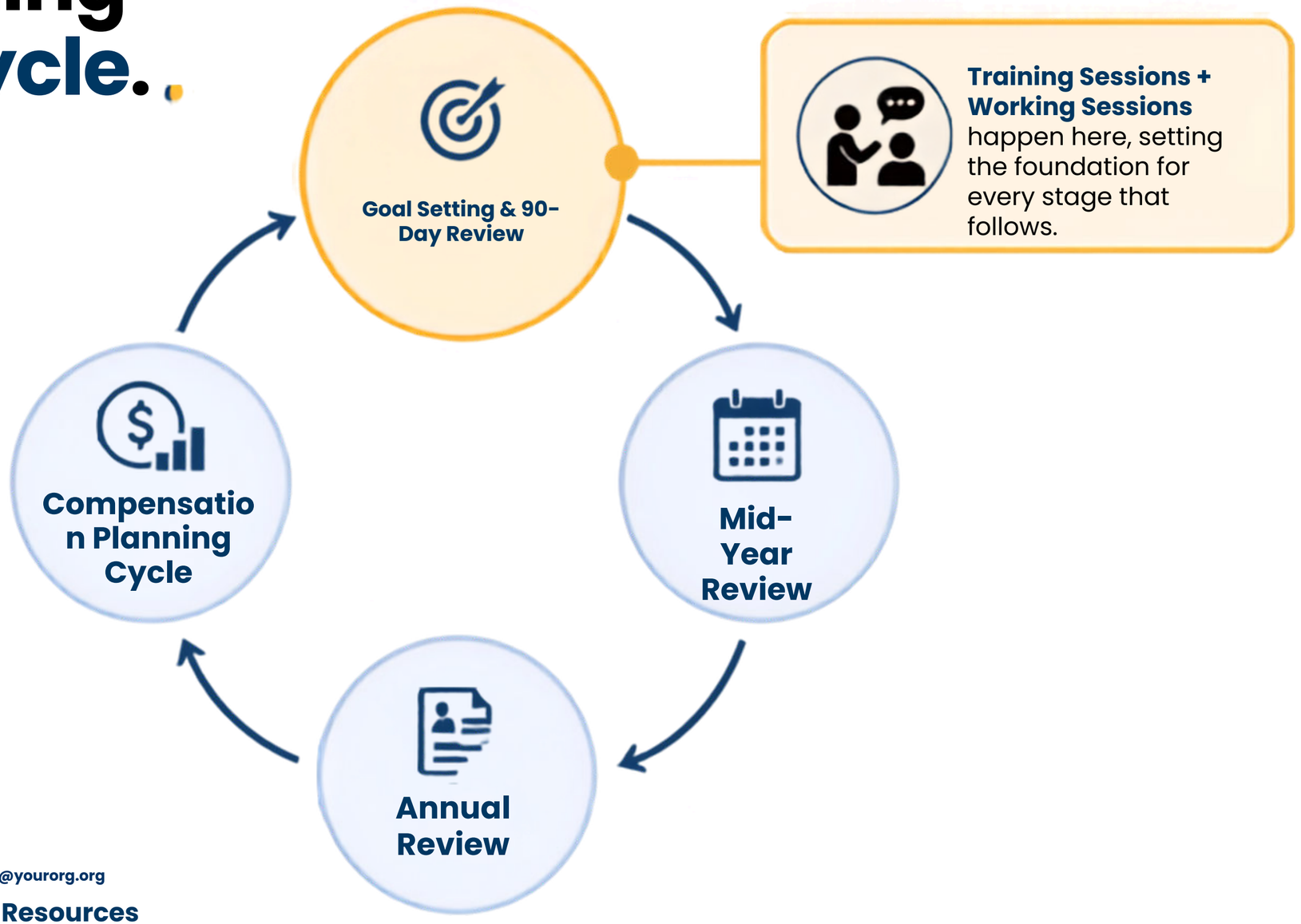
Ask "how will we measure this?" and "what's the deadline?" out loud so employees see the framework applied.



03 Flag Alignment Early

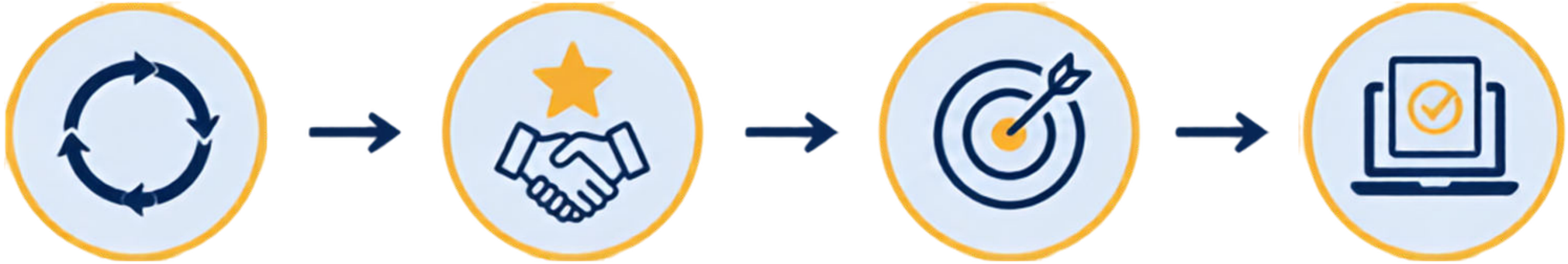
Confirm the goal connects to team priorities and our strategic priorities before it's finalized, not after submission.

Where Training Fits in the Cycle.



performance@yourorg.org
Human Resources

Your Goal Setting Journey



1 Understand the Cycle

See how goal setting fits into our full performance management cycle.

2 Align to Priorities & Values

Connect your goals to our strategic priorities and core values.

3 Apply the SMART Framework

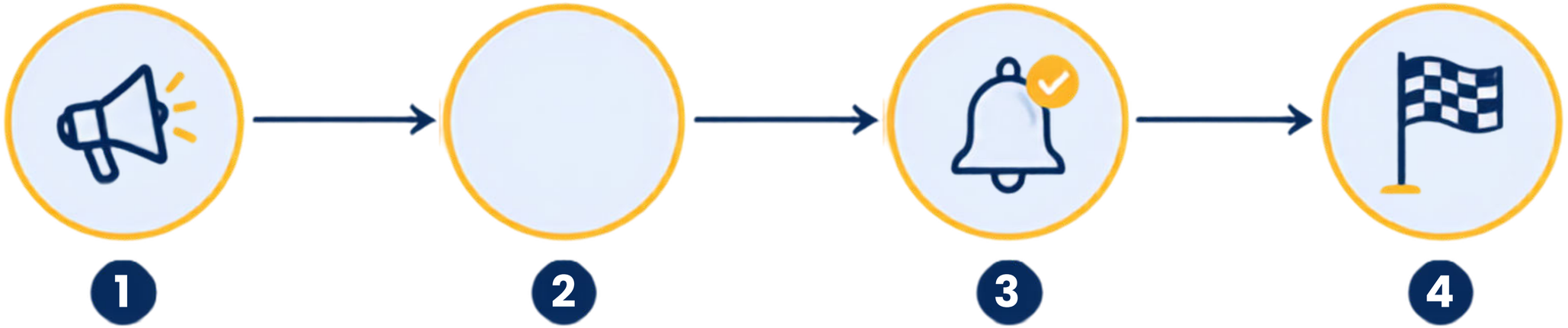
Turn intentions into specific, measurable, actionable goals.

4 Create in PerformYard

Document and submit your goals for manager review.

This sets the stage for everything that follows in the training.

Goal Setting Timeline at a Glance



1

Launch & Awareness

Aug 17–24

- Communication campaign begins
- Goal setting overview session
- Goal setting opens

2

Training & Workshop Week

Aug 25–28

- Executive SMART goal training
- Team member SMART goal training
- Goal setting workshop
- Working session

3

Reminder & Progress Check

Sep 8–21

- Progress reminder
- Final week reminder

4

Close & Transition

Sep 25–29

- Goal setting closes
- Thank you & next steps

Goal Setting Timeline at a Glance



1

Launch & Awareness

Aug 17–24

- Communication campaign begins
- Overview session
- Goal setting opens

2

Training & Working Sessions

Aug 25–28

- Executive SMART training
- Team member SMART training
- Goal setting workshop
- Working session

3

Reminders & Progress Check

Sep 8–21

- Progress reminder
- Final week reminder

Close & Transition

- Goal setting closes
- Thank you & next steps

The SMART Framework at a Glance



Specific: clear and focused

Measurable: track progress objectively

Achievable: realistic and doable

Relevant: tied to priorities

Time-Bound: has a deadline

By the end of this session, you'll use this framework to write your own goals.

How Goals Cascade



Each team member's goal supports our larger mission.