

Goal Setting and Self-Motivation **One Day Workshop**

A workshop for busy people to help them focus on what they want out of work and life.

CONTEXT

Goals begin with a vision of how the future should be. Each of us has a personal vision that can serve to unify our identity, beliefs, values and actions. Vision also affects how successful we will be in life and work.

Goals in themselves do not create motivation, but they give us a direction in which to travel. If you are motivated, a specific goal will give you a target to head for, a focus for your activities, but it will not in itself create motivation; only action can do this. "The more difficult the goal", says Sir Edmund Hilary, "the more we achieve."

OBJECTIVES

This practical workshop develops your personal planning skills to ensure you are on track in your work and life. Through a series of group exercises, theoretical situations, case studies and discussions, you'll understand the key elements of goal setting and motivation and how to make it work for you. You'll be able to put the skills into practice straight away to start achieving.

CONTENT

This workshop covers the following:

- Why we set goals?
- Tombstone test
- Short and long term goals
- Work and personal goals
- Elements of motivation
- Self talk
- Goal setting
- Visualisation

PRESENTER

Barbara Miller is an organisational psychologist, life/corporate coach and trainer. Barbara has a diverse working background in management and marketing. She is a Member of the Australian Psychological Society (MAPS) and principal of a training and development consultancy based in Canberra. Barbara specialises in helping women use their strengths to dramatically improve work performance, incorporate a healthy lifestyle, decrease stress and strengthen their relationships and resources. She is an advanced skills teacher, clinical hypnotherapist and published writer.

SCHEDULE

9:00am	WELCOME
9.15am	WHY WE SET GOALS <ul style="list-style-type: none">• Tombstone test• Imagining the future• Setting goals
10:30am	<i>Morning Tea (15 Minutes)</i>
10.45am	SHORT & LONG TERM GOALS <ul style="list-style-type: none">• Clarifying values• Wheel of life• Work and personal goals
12:45pm	<i>Lunch (45 minutes)</i>
1:30pm	ELEMENTS OF MOTIVATION <ul style="list-style-type: none">• What do you really want?• What motivates us to change?• Self talk & maintaining motivation
3:00pm	<i>Afternoon Tea (15 Minutes)</i>
3:15pm	GOAL SETTING <ul style="list-style-type: none">• Strategic goal setting• Developing an action plan• Visualisation
4:30pm	Action Plan and follow up
5:00pm	Finish

Enrolment - Goal Setting and Self-Motivation

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$545 x _____ attendees = \$ _____ \$495 early bird price (early bird applies up to three weeks before the date of the workshop).

Or Valued Customer Program (Two points per booking)

Total price \$545 x _____ attendees = \$ _____ VCP Points earned = _____

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

All invoices will be emailed

Email to _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.