



**Truvelop™**

**EVALUATE.  
MOTIVATE.  
DEVELOP.**

# **EFFECTIVE GOAL SETTING IN THE WORKPLACE**

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# HOW AGILE GOAL SETTING PROMOTES PROGRESSION

Learn about how the many benefits proper goal-setting techniques will have on your organization.

**Productivity increases an average of **39%** in organizations that practice systematic goal setting. In addition, when goal-setting is supported by top management, productivity increases by **57%**.**

[OPM](#), Policy, Data, Oversight

- Agile goal-setting techniques are critical to fostering employee growth and engagement. By setting checkpoints and expectations for your team, progression will become inevitable. Learning about effective goal setting will provide your organization the necessary tools to succeed.
- We live in a fluid and fast-paced world, full of swift changes. Your goals should be able to match that pace, and with Truvelop, your updates and adjustments can be made in real-time. Gone are the days of setting and forgetting.
- In this ebook, you will learn how to set SMART goals for yourself and employees, how to have productive and frequent conversations with your employees, and how you can use Truvelop to help achieve your next goal.



# SMART GOALS

Use the following criteria to help guide setting your objectives in employee performance management.

## SPECIFIC

In order to focus your efforts, your goal should be clear and concise.



Ask yourself...

- What do I want to accomplish?
- Why is this important to the organization?
- Who are the stakeholders?
- Where is it located?

## MEASURABLE

Create mini checkmarks, so that you can track your progress, stay motivated, and meet your deadline.



Ask yourself...

- How much?
- How many?
- How will I know when it's accomplished?

## ACHIEVABLE

Your goals should challenge you but also be realistic and attainable.



Ask yourself...

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

## RELEVANT

Your goal should matter, align with other relevant goals, and drive everyone forward.



Ask yourself...

- Does this seem worthwhile?
- Is this the right time?
- Does this match our other efforts/needs?

## TIME-BOUND

Give your goal a target date to keep yourself accountable.



Ask yourself...

- When do I want to complete this goal?
- What can I do today?
- What can I do six weeks/months from now?



# HOW CONTINUOUS PERFORMANCE DEVELOPMENT CAN HELP GAUGE YOUR GOALS

Keep you and your employees on track  
with frequent communication to move  
forward with your goals.

## INITIAL TALENT ASSESSMENT

Establish a baseline of our  
talent landscape & identify  
talent gaps.

## WEEKLY

Check-in on development  
progress, share recognition,  
coach and guide your Team  
towards their performance  
goals.

## QUARTERLY

Understand your shifting  
talent landscape and start  
to analyze performance  
trends.

## DAILY

Support development &  
retention with ongoing,  
real-time feedback on  
strengths & growth  
opportunities.

## MONTHLY

Evaluate your team,  
celebrate growth from the  
previous month, and  
identify focus areas for the  
upcoming period.

## YEAR END REVIEW

Celebrate achievements  
and identify growth  
opportunities and areas to  
focus on in the year ahead





# HOW YOU CAN USE TRUVELOP TO REACH YOUR NEXT GOAL

It is important to follow up on goals, big or small. Truvelop can help managers and team members stay on top of it with contextual reporting and two-way feedback with Spark.



- Identify the objectives, so your employees can **recognize and overcome barriers, and clarify goals.**
- **Visibly track and update your developmental goals** through the Dashboard to maintain or increase employees' energy and drive.
- Establish a baseline to measure development. Monthly evaluations provide a baseline and a way to **track improvement and progress towards goals.** Use multiple criteria to evaluate successful goal achievement through Spark.
- **Host a two-way conversation** about the employee's journey towards their goals and memorialize any feedback shared.





# HOW OUR CLIENTS ARE USING TRUVELOP TO HELP ACHIEVE THEIR GOALS

We value our customers' needs and strive to make their job easier.



“ The Truvelop platform provides tremendous insight into performance and engagement of the frontline team, while also helping our managers become more skillful at providing focused feedback to drive achievement of our health system goals. ”

Colin Ward, Interim Chief Operating Officer at Upper Chesapeake Health

“ Truvelop is a great tool to keep active communication with direct reports. It is a tool to foster ongoing conversations. ”

Casey Hughes, Manager at Harkins



“ Leveraging the Sparks for goal setting has allowed my team to consistently align on quarterly goals and refer back to them. As a manager, I'm able to review and refer back to any Evaluations that I've conducted, bring all of our data points together in one clear communication map. It helps connect all the dots. ”

Rachel Curasi, Manager at R2i

Our customers are using Truvelop to smooth their transitions and improve their manager and employee relationships. [Contact us](https://www.truvelop.com) today to learn more!

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