

# Template

## Goal Setting

<b>Team Name</b>				
<b>Financial Year</b>				
<b>GOAL 1</b> <i>(what will you need to deliver to achieve the overall goal?)</i>	<b>KPIs (A clear metric, quantifiable, where possible, that demonstrates how a goal has been achieved)</b>	<b>Team Roles</b>	<b>Target</b>	
			<b>On Target</b>	<b>Exceeded</b>
<b>Output</b> <i>Example :</i> New employee development program launched	<ul style="list-style-type: none"> <li>Document career path matrix for all employees</li> <li>Start a leadership development program by end Feb</li> <li>Launch a new employee learning system by June</li> </ul>	R – HR Specialist A – HR Manager S – Training Specialist	Jan 2021 Feb 2021 June 2021	
<b>GOAL 2</b>	<b>KPIs</b>	<b>Team Roles</b>	<b>Target</b>	
<b>Output</b>			<b>On Target</b>	<b>Exceeded</b>
<b>GOAL 3</b>	<b>KPIs</b>	<b>Team Roles</b>	<b>Target</b>	
<b>Output</b>			<b>On Target</b>	<b>Exceeded</b>
<b>GOAL 4</b>	<b>KPIs</b>	<b>Team Roles</b>	<b>Target</b>	
<b>Output</b>			<b>On Target</b>	<b>Exceeded</b>
<b>GOAL 5</b>	<b>KPIs</b>	<b>Team Roles</b>	<b>Target</b>	
			<b>On Target</b>	<b>Exceeded</b>