

## Goal Setting

It is critical for all groups to have clearly defined goals or objectives. The entire group membership should be actively involved in establishing these goals. This helps to build a feeling of "group" identity. In addition, specific means or actions should be developed to insure that the goals are implemented.

- A. Have the members individually brainstorm their goals for the organization on paper.
- B. Form sub-groups of four members each for the purpose of sharing their individual written goals. It is best to encourage members to sub-group with people they know the least. Have each person read his/her goal statement and encourage each sub-group to openly discuss the goals that are presented by its members.
- C. Following the sub-group sharing sessions open the discussion to the entire group. All goals from the group should be recorded on a tear pad or chalkboard prior to the discussion of any one goal.
- D. After the entire goal list has been developed, open the discussion and attempt to lead the group toward consensus on goals they feel are most important to the organization.
- E. After a rough priority order of the goals has been established, begin work on means or actions for implementation. Goals should be general in nature and means should be the specific actions that will be taken in order to reach the goals.
- F. After the specific goals and means have been developed, assist the group in specific plans for implementing the means. A task management procedure should be used at this point.
- G. Goals and means should be printed and distributed to all members of the organization and to other individuals and groups that interact with the organization.
- H. Goals and means should be regularly reviewed by the group as part of the evaluation process. Modifications should be made as necessary.