Performance Management Skill Lab Session:
Getting Off to the Right Start: Goal Setting and Maintenance

**Goal Setting and Maintenance: Skill Lab (Course Code: GO001A)**
This skill lab will equip participants with the tools necessary to translate organizational goals, departmental goals, and job responsibilities into personal S.M.A.R.T goals. Participants will practice writing goals and explore ways to monitor and document progress.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Campus</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Thursday, Apr. 14, 2016</td>
<td>10 a.m. to noon</td>
<td>Loop</td>
<td>Daley Building, 10th Floor, Room 1005</td>
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<tr>
<td>Wednesday, Apr. 20, 2016</td>
<td>2 p.m. to 4 p.m.</td>
<td>LPC</td>
<td>Student Center, 3rd Floor, Room 313</td>
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</tbody>
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To register for a course:
- Visit [Campus Connect](#)
- Self Service
- Learning and Development
- Request Training Enrollment
- Enter course code **GO001A**

*Please complete the e-learning module prior to attending this skill lab*