



# BEST PRACTICES FOR IMPLEMENTING A GOAL SETTING SYSTEM

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Employee disengagement is common when people feel disconnected from the overall objectives of the business and can't see how their individual day-to-day work contributes to the company's goals. In order to prevent disengagement and push the company towards key business drivers, it's essential for managers and executives to track goals from company-wide initiatives all the way down to individual contributions.

The key to successfully implementing a goal setting platform relies heavily on the preparation prior to implementation. **Start by asking these 4 questions:**

- 1 How and when do you expect individuals to engage with the system?
- 2 What training may be required? Will you need to train managers/employees on:
  - **Content:** How to set meaningful goals, how to measure success, etc.
  - **Technical:** How to navigate and interact with the system itself
  - **Soft Skills:** Best Practices for Implementing a Goal Setting System
- 3 Who will be reinforcing the new behaviors?
  - Top down, bottom up, or ongoing routines?
- 4 How does your system work in tandem with your talent lifecycle practices?
- 5 What is this platform aiming to accomplish for your organization? (transparency, continuity, multi-level engagement, accountability, etc.)

## ELEMENTS OF A STRONG GOALS PROGRAM

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### ACCESSIBLE

Integrate into employees' daily workflows

### VISIBLE

The company wide, team and individual goals are transparent across the organization

### ALIGNED

Company, team, manager and individual goals are in sync

### DEVELOPMENT-FOCUSED

They facilitate ongoing, meaningful conversations that drive the business and employee personal career growth forward

### STRATEGIC

Provides lens for business partners and L&D



## IMPLEMENTATION CHECKLIST

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- Have you thoughtfully assessed the capabilities of your new system? Work closely with your account manager to optimize the system, aligning to your company's core values and the way your organizations unique working style. It's easy to get caught up with the "bells and whistles," so remember to tie the solution back to the initial problem you are addressing.
- Prepare custom and easy-to-follow starter guides to educate everyone on how to use the system.
- Kick off your new goal setting program at your company all hands hands. Clearly communicate the objectives of the program and lay out the timeline for next steps that all employees will take.
- Empower employees to initiate their goal setting with their managers. Encourage managers to cascade their goals to help guide employees and align to team-wide efforts.
- Track engagement and monitor progress through employee surveys, performance management outcomes and ongoing talent reviews. Use the results to optimize your system over time to meet the changing needs of your employees.

### PLEASE NOTE

Goal setting is just one of many routines within the development lifecycle and a system is not meant to replace meaningful face-to-face conversations.