



Aiming High

The ability to set clear, tangible goals and devise a robust route to achieving them

GETTING STARTED Working effectively



I know when I am finding something too difficult

How do you know if something is too difficult for you?

Why might something be too difficult?



I know what doing well looks like for me

How do you know when you have done good work? How does it feel?

Why is it important to build good relationships with others?



I work with care and attention to detail

To work carefully, how should we prepare and what should we do during the task?

When do you pay attention to detail?



I work with pride when I am being successful

How do you know when you are successful?

What does it mean to take satisfaction in success?



I work with a positive approach to new challenges

Why is it important to be willing to take on new challenges?

What does it mean to work in your stretch zone?



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INTERMEDIATE Setting goals



I set goals for myself

How can we set goals in our stretch zone?

How do goals and success criteria fit together?



I set goals informed by an understanding of what is needed

How can you identify the needs of other people when setting goals?

How can you create goals based on the needs of others?



I set goals, ordering and prioritising tasks to achieve them

How do tasks link to goals?

How can we organise the tasks that need to be done?



I set goals and secure the right resources to achieve them

Why do we need resources to complete tasks?

What does it mean to secure resources?



I set goals and plan to involve others in the best way

When do we need to involve other people to achieve our plans?

How can you convince people to support you in achieving your plans?



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ADVANCED Creating plans

STEP 10

I create plans that are informed by my skill set and that of others

How can you identify your skills? How can you identify those of others?
Why is it important to think about skills when making plans?

STEP 11

I create plans that include clear targets to make progress tangible

What are the steps to creating a plan?
Why is it important to take care when setting targets?

STEP 12

I create plans that are informed by external views, including constructive criticism

Why is it important to include external views as we develop our plans?
How and when can we ask for constructive criticism?



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MASTERY Developing long-term strategies

STEP 13

I develop long-term strategies taking into account strengths, weaknesses, opportunities and threats

What is the difference between a plan and a long-term strategy?

Why is it important that a strategy is informed by both an internal and external view?

STEP 14

I develop long-term strategies that use regular milestones to keep everything on track

What are inputs, actions, outputs and outcomes?

Why is it helpful to have milestones as part of a strategic plan?

How do strategies turn into plans?

STEP 15

I develop long-term strategies that include feedback loops to support flexibility and adaptability

Why is it important to have some flexibility in a strategy?

Why are feedback loops important, and how might they be used?