



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Setting Goals & Productive Planning

Overview

Clear goals and effective planning are key drivers of productivity and success. This seminar helps participants take responsibility for their own growth, set meaningful goals, and apply practical planning techniques. By combining self-awareness with structured planning tools, attendees will learn how to overcome obstacles, prioritise tasks, and stay flexible while keeping focused on results.

Key Objectives

By the end of this seminar, participants will be able to:

- Recognise the importance of responsibility and commitment in achieving goals.
- Apply the SMART method to set effective personal and professional goals.
- Use planning strategies and tools to prioritise and organise work.
- Overcome challenges and adapt while staying focused on results.

Value Added

Participants will leave with a practical framework to set goals, create action plans, and stay focused and flexible — driving both personal success and workplace productivity.

Who should attend?

This seminar is ideal for:

- Employees seeking personal development
- Supervisors & team leaders
- Project managers & coordinators
- HR & training managers
- Anyone who wants to boost productivity through goal setting and planning

This seminar consists of the following 15 topics

Topic 1	Responsibility and commitment to success
Topic 2	Developing self-awareness for growth
Topic 3	Dealing with problems constructively
Topic 4	Handling criticism as a growth opportunity
Topic 5	Understanding how to set SMART goals
Topic 6	Making your goals achievable and actionable
Topic 7	Learning from mistakes and setbacks
Topic 8	The eight basic steps of planning
Topic 9	Benefits and dangers of planning
Topic 10	How to plan effectively and efficiently
Topic 11	Determining your strengths and weaknesses
Topic 12	Assigning priorities to tasks and goals
Topic 13	Making a commitment to follow through
Topic 14	Staying flexible in changing circumstances
Topic 15	Turning planning into productivity and results

Additional Information

Duration	3-Hour Seminar	
Includes	• Seminar notes • Refreshments (not applicable to on-site / online training)	• Free telephonic after-training support • Electronic Attendance Certificate

PST Training (Pty) Ltd has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.