



How to set Goal

An Essential Step to Develop Successful Leadership

27 Aug & 3 Sep 2011 (Saturday)

Co-organizer: Project Management Institute (Hong Kong) Chapter

Do you want to have your dream come true? Have you set goals to fulfill your dreams? Do you want to develop a plan to carry out your mission? It is not hard to learn these important skills. With this course, you can take a first important step to develop these essential leadership skills on goal setting and implementation planning through the learning of basic planning principles, experience sharing from a business manager, and group exercises from a practical workshop.



The course aims to:

- introduce the foundation skills of goal setting and task planning
- encourage students to consider the concerns of various stakeholders while planning a project
- teach students basic project planning principles and the skills of resource allocation
- stimulate students' critical thinking skills and organisation skills in leadership

Programme Details

Schedule	<table border="1"> <thead> <tr> <th>Session</th> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>1</td> <td rowspan="2">27 Aug 2011 (Sat)</td> <td>9:30am-12:30pm</td> <td rowspan="2">*W420</td> </tr> <tr> <td>2</td> <td>2:00pm-5:00pm</td> </tr> <tr> <td>3</td> <td rowspan="2">3 Sep 2011 (Sat)</td> <td>9:30am-12:30pm</td> <td rowspan="2">*W303</td> </tr> <tr> <td>4</td> <td>2:00pm-5:00pm</td> </tr> </tbody> </table>	Session	Date	Time	Venue	1	27 Aug 2011 (Sat)	9:30am-12:30pm	*W420	2	2:00pm-5:00pm	3	3 Sep 2011 (Sat)	9:30am-12:30pm	*W303	4	2:00pm-5:00pm
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* West Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong																	
Target Participants	<ul style="list-style-type: none"> ❖ S 1 – S 3 student members ❖ Priority will be given to members in Leadership domain 																
Class Size	25																
Medium of Instruction	Cantonese with printed materials in Chinese and English																
Course Requirement	<p>Certificate will be awarded to participants who are able to fulfill all the course requirements which include:</p> <ul style="list-style-type: none"> ❖ Attending of ALL sessions AND ❖ Completing all the assignments with satisfactory performance 																
Intended Learning Outcomes	<p>Upon completion of the programme, participants should be able to:</p> <ol style="list-style-type: none"> 1. Define project scope, set out feasible goals with measurable outcomes 2. Identify the project stakeholders, and set up the appropriate communication plan 3. Gather and analyse stakeholders' voices by using appropriate methods such as SWOT analysis 4. Identify the project milestones, develop a task list and a workable schedule for a project 5. Allocate various resources by proposing practical approach or strategy and preparing a budget where appropriate 6. Consider risks and prepare for contingencies 																
Course Fee	Free of charge																
Application Procedure & Deadline	<ul style="list-style-type: none"> ❖ Students should complete and submit the Online Application Form at the website: http://hkage.org.hk/en/sz_programmes.html on or before 17 Aug 2011 (Wed). Late application will not be considered. ❖ The application result will be announced via email to the student member by 19 Aug 2011 (Fri). For those who have not received email by the due course should contact the HKAGE by phone. ❖ Successful applicants should complete the “Confirmation Slip” attached in the result announcement email and fax/mail to the HKAGE by the deadline mentioned on the slip. 																
Enquiry	For enquiries, please contact Mr Li at 3698 3498 or Ms Yip at 3698 3500.																