



The 3 Elements Of An Objective

THE THREE ELEMENTS OF AN OBJECTIVE

Every S.M.A.R.T. Objective consists of three elements :

The **PERFORMANCE ACTION**: what the appraisee must do

The **CONDITIONS** : the place where the action is carried out and/or materials or equipment used

The **STANDARDS** : the deadlines, the speed, the accuracy, the 'correctness' of the action

PERFORMANCE ACTION	CONDITIONS	STANDARDS
to demonstrate careful listening	in all our update meetings	by summarising back what you have heard at least three times
to coach a member of your team in budgets	on the job, as opportunity arises	so they are able to adequately represent the department in all budgetary matters
to present monthly statistics	at the team meeting	in a simple easy to read format that is agreed by the team



MTD, the management training specialists, has been working with a **wide variety of clients** (both large and small) in the UK and internationally for several years.

We specialise in providing:

- In-house, tailor made management training courses (1-5 days duration)
- Open courses (Delivered throughout the UK at various locations)
- Management & leadership development programmes (From 5 days to 2 years)
- Corporate and executive coaching (With senior or middle managers)

We provide a wide range of management training courses and programmes that will enable your new and experienced managers to maximise their potential by gaining or refining their management and leadership skills.

Our team of highly skilled and experienced trainers and consultants have all had distinguished careers in senior management roles and bring with them a wealth of practical experience to each course.

At Management Training & Development Ltd we will design and deliver a solution that suits your specific needs addressing the issues and requirements from your training brief that best fits your culture, learning style and ways of working. Our programmes are delivered when and where you need them!

Our programmes are delivered when and where you need them! We believe that training should be fun, highly interactive and provide “real world” practical techniques and methods that you can use back in the office – and that’s exactly what we provide.



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