


# Agreeing goals

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**Goal setting is more about agreeing priorities than measuring performance.**

Once you have agreed the role description for a new role, meet with the adult and agree some short, medium and long term goals. The atmosphere of this meeting should be positive and based around discussion and agreement, rather than one person setting goals for another.

Agreeing goals with the individual will mean that they can focus on the important tasks in hand, rather than getting bogged down in unnecessary areas. Volunteers have a limited amount of time that they can give to Scouting, so goal setting will allow them to direct that time and their energies in a way that will be positive, satisfying and worthwhile. Goal setting is more about agreeing priorities than measuring performance.

The goals will form an important basis of the review process. With regular reviews, you will be able to look together at achieving the goals and identifying additional help and support that may be needed. Agree dates for informal chats and a more formal review of the goals that you have set. These can be as regular as you think is necessary and will depend on the individual and the type of goals that have been set.

The goals that you agree are likely to cover the following:

- The priorities of The Scout Association
- Topics in the Group/District development plan
- Developing a plan, if there isn't already one
- Growing the Group/Section withy which they work
- Recruiting and supporting adults
- The Balanced Programme/nights away for young people
- Enjoying their role and having fun!

When agreeing goals, the following guidelines should be considered:

- Use and explain the attached pro-forma.
- Brainstorm together all the things that you'd like to see achieved.
- Prioritise them in terms of importance and urgency. Which will have the greatest benefit? See *Key Skills for Management - Time Management*.
- Agree only three or four goals, - this way, they are more likely to be achieved - you can always go back to the list and agree some more if they are finished early!
- Be realistic about what can actually be achieved in the time.
- Be specific about what is to be achieved.
- When agreeing the goals, consider how you can show how it has been achieved.
- Make sure that the goals are agreed by both of you - this way the person being inducted is more likely to feel they have ownership of the goals and are more likely to complete them.
- Make sure the goals are SMART - Specific, Measurable, Achievable, Realistic and Time-bound.

A good induction sets the scene for the individual's time in Scouting. Having received support during their induction they will be confident in what it is they should be doing, and in where to get help when they need it.

### Agreed goals

Person: \_\_\_\_\_ Date agreed: \_\_\_\_\_

Agreed: \_\_\_\_\_

Goal	In 3 months . . .	In 6 months. . .	In 12 months. . .	Lead person	With whom do I need to work?	Who else can help?