

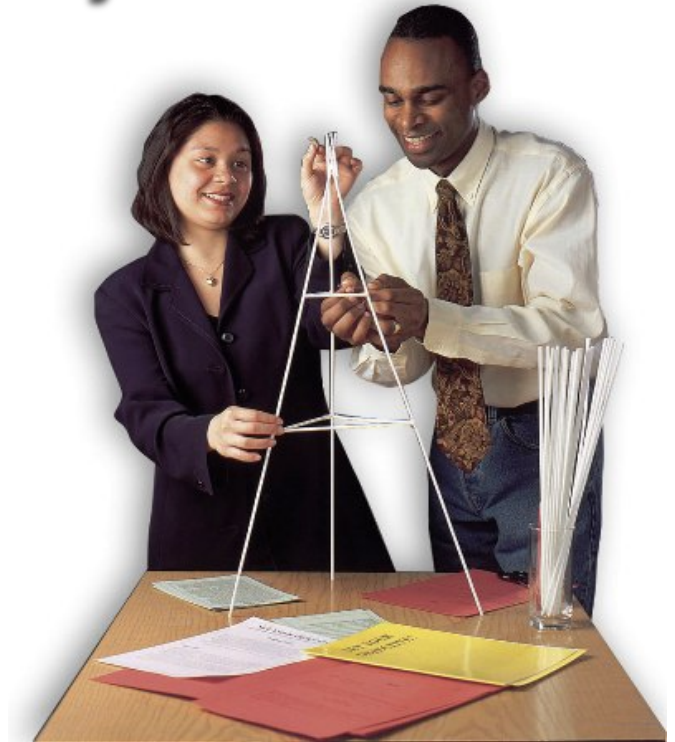


Set Your Objective

This exercise is a simulation of what happens to most people every day at work. They start the week with a host of tasks which need attention -some urgent, some important, others routine.

A good manager needs to plan and prioritise the most effective use of their time. Plans are all very well but they are often thrown off course by the unexpected - a new task that arrives out of the blue which takes priority over some or all of the existing tasks.

Quality is a crucial issue - the more tasks that are attempted the less quality there is because the teams are rushing. Incorrectly completed tasks negate the whole exercise. With only a 25 minute Action Phase there is no time to correct badly-done work and so planning is vital.



Set Your Objective! has consistently been one of our higher selling exercises as it is fun and challenging but really gets to the heart of how a manager should organise his or her time. It is packed with learning points which participants are keen to discuss.

Learning Benefits

- Agreeing and maintaining the main objective
- Thinking before acting
- Appropriate delegation
- Prioritising
- Team Roles
- Time management
- Planning
- SMART targeting

Exercise Summary

This two part exercise is about time management, setting objectives and teamwork. Teams of 3-5 represent the management of a company which has a limited amount of time to complete a number of tasks. The tasks have varying degrees of urgency and also have points attached to them reflecting their level of difficulty. The teams' task is to organise their time efficiently to get the tasks done.

Losing sight of the main objective is often the cause of an unsuccessful project. Set Your Objective! is a powerful exercise for demonstrating the importance of completing work on time, in line with the main objective.

Users Feedback

"A great learning activity. I will always recommend this - and any of your exercises."

"Well accepted by an experienced team and brought out all the points aimed for."

"Excellent! All groups love Set your Objective!"

How it Works

- 1 Divide participants into teams of 3-5. You can run the exercise with up to four teams. If you want to use more, contact us.
- 2 Issue each team with a Briefing Folder which includes the basic Rules, Task Cards and Contract Sheet.
- 3 Explain the mechanics of the exercise and the timing.
- 4 Allow teams their 40 minutes Planning Time. Point out if necessary that this is a critical part of the exercise and should not be wasted.
- 5 Collect Contract Sheets from each team. Issue appropriate materials for relevant tasks as well as the Datacards that teams need to complete the tasks. Each team also receives 9 large straws and a roll of sellotape (included in the pack).
- 6 Allow groups to begin on the 25 minute Action Phase. Make a note of the start time. After 15 minutes issue the Unexpected Task to each team.
- 6 Stop the exercise after 25 minutes. Check each team's tower to see that it is self-standing and that it can support a £1 coin at 60 cm (24") or more above the floor or table top.
- 7 Award scores for the towers out of 250, total all scores and announce the winning team after conducting a Debrief.
- 8 The Debrief should consist of listening to teams' experiences and drawing out the lessons about planning, time management and setting objectives. Lead the discussion around to what happened in the workplace and how team members can improve their performance at work in terms of objective setting and general time management.

Timing: 1 hour + debrief.

Numbers: 3 to 24 participants (up to 4 teams of 3 to 6 per team) for each training activity.

Who: Staff at any level.

PC required: None.

Licence Free: When you buy this training material, there are no restrictions on the number of times you can use it.

Cost to buy: You can buy this business game (which includes a trainer's manual) and use it yourself for £350 + delivery and VAT (if applicable).

We will also run this game for you, please contact us for details.

For further information please contact:

**Liz Garrard
Training Co-ordinator
Elite Training European Ltd
3 Parkers Place
Martlesham Heath
Ipswich
IP5 3UX
Telephone +44 (0)1473 610320**

Email: games@elitetraining.co.uk

Website: www.elitetraining.co.uk