



Goals & Objectives Workshop Script

This three-hour¹ workshop assists attendees in determining and articulating the broad purpose of their proposed project: what the project will accomplish and by when. This will assist them in determining how the project activities and resources will be organized.

Specifically, the attendees will articulate their goals through a series of workshop activities and will identify the associated objectives to meet these goals. Objectives are more detailed, often including information such as target numbers and dates that will enable an evaluator to gauge the project's level of success.

File-Name: Goals-Objectives

INTRODUCTIONS (OPTIONAL):

Purpose: To provide a warm-up and to establish connections with attendees. While this is an optional activity, it allows the attendee to get to meet others and find out something personal about them. If they already know others in the workshop, you might want to ask them to find out something about another person (who they do not know or do not know well) that others might not know about them. They can then share this with the larger group when they return to their seats.

Facilitator: Have students fill out nametags <optional>. The items on the nametags can be changed as you wish.

WORKSHOP OVERVIEW:

Facilitator: Review the slide and let the attendees know that the workshop will assist them in succinctly articulating the purpose of their research project by writing project goals and measurable objectives.

TIME: 5 minutes.

GOAL EXAMPLES – THINK

Facilitator: Put students into random groups of two to three persons. You can do a count-off if participants are all members of a single research group. If not, then have members of the same research group sit together in groups of no more than three persons.

Give each group one handout of “Good Examples.” Ask them to review these examples individually first and think about why they are or are not “good examples” of research goals. They will have a few minutes to think individually. After a few minutes, ask the group to discuss these examples.

¹ Time allotted for each of the activities slightly exceeds three hours. Adjust accordingly per your time constraints.

TIME: 15 minutes.

GOAL EXAMPLES – SHARE

Facilitator: This is a group sharing activity. Ask each group to share one idea about one of the examples and discuss as a group. Then, as time allows, ask other groups for their ideas to stimulate a group discussion surrounding what makes or does not make a good example.

TIME: 15 minutes.

SETTING GOALS – THINK

Facilitator: If faculty team leaders are in the workshop, ask them to join their research team group. Ask them to share their project research goals with the team members. You can either have the groups of students work with the faculty leader to determine the research group's long term goal or ask them to each write their long-term research, personal, or career goal.

For students new to research or to their research group, you may want to ask them to write either a personal or a career goal. The goal they write will be used for the remainder of the workshop. For those who are already working members of a research team or are already working toward their master's or doctoral research, they can write their research project goal.

At 20 minutes, ask the groups to review their goals with other team members and tell them to be ready to present their goals to the larger group.

TIME: 30 minutes.

QUESTIONS – SHARE

Ask group members to share his/her goal with their group and to address the questions on the slide. If appropriate, ask them to share the gap in knowledge that the goal addresses and how does the goal relates to achieving the long-range goal.

TIME: 30 minutes.

QUESTIONS – REPORT OUT

Facilitator: Ask for a volunteer or a member from each group to share his/her goal with the larger group and to address the questions on the slide. If appropriate, ask them to share the gap in knowledge that the goal addresses and how does the goal relates to achieving the long-range goal.

TIME: Approximately 15 minutes depending on the size of the workshop group.

OBJECTIVES (First Slide)

Facilitator: This slide gives the overview of this portion of the workshop. Objectives are specific accomplishments of the project. These are operational, measurable, and the basis for the activities and evaluation of your project.

OBJECTIVES (Second Slide)

Provides an example of how an objective relates to the goal.

[The next four slides are on their Goals and Objectives Handout: SMART OBJECTIVES, GUIDELINES, STRONG AND WEAK VERBS, and COMMON ERRORS. Ask the participants to review these using the handout as you briefly discuss each one of the slides. These slides are guidelines and tips to follow in writing objectives.]

EXERCISE – THINK

Facilitator: Ask the participants to return to the Goals Examples Handout. The last section contains goals and objectives of existing projects. Using the guidelines and tips for writing objectives, ask them to individually examine the objectives and, using the guidelines and tips, critique these objectives.

TIME: 15 minutes.

SHARE

Facilitator: [*Optional: Rank each group in order to assign roles to each group. See the ARG Handbook, pp. xx, for ideas on how to rank group members. The assigned roles can be recorder, skeptic, and paraphraser. The recorder will record the group's ideas; the skeptic will question ideas playing the devil's advocate in order to make sure that the group has thought about all possible aspects; and the paraphraser will paraphrase the group's idea ask them to discuss their thoughts about these examples among their group members. If you decide to use this more formal cooperative scheme, you might consider adding these roles to the "Share" slide.*]

Ask them to share their analysis of the objectives with their group members.

TIME: 15 minutes.

SETTING OBJECTIVES – THINK

Facilitator: Have participants write one to three objectives for the goals they wrote earlier in the workshop.

TIME: 15 minutes.

SHARE

Facilitator: Ask participants to share one objective with their group members and explain how it meets the objective criteria. Group members listen and ask questions to ensure the objective indeed meets the guidelines.

TIME: 15 minutes.

REPORT OUT

Facilitator: Ask each group to present one objective from the group and explain how it meets the criteria for objectives. This can be random.

TIME: 15 minutes.

SUMMARY

Facilitator: Ask the groups to discuss answers to each of the questions on the slide. After 10

minutes, have a whole group discussion to summarize key points of the workshop.

TIME: 20 minutes.