

Method description

Title:	Aims and objectives workshop
Target group:	Youth workers with limited experience in managing projects.
Issues addressed:	Project management, goal setting.
Aim/learning outcome:	To understand the difference between aim and objective
Objectives:	To learn how to define objectives according to the SMART theory To understand the importance of goal setting in project creation phase
Duration:	1,5 hour
Materials needed:	- Flipcharts, markers, handouts, envelopes, pens, descriptions for participants.
Special skills or knowledge of the trainer needed:	- Acquaintance with SMART theory
Step by step instruction:	<p>Step by step instruction:</p> <ol style="list-style-type: none"> 1. Without any specific introduction ask participants to think for few minutes on their personal goals. 2. Ask participants if anyone wants to share goals they came up with. Let few people express their goals. Usually people say something like "to learn Croatian" or "to work with youth". Ask how they will know if they have achieved any of them. Emphasise the importance of proper goal setting for the process of evaluation. Inform the group that this module will be devoted to this issue. 3. Use a flipchart to present the difference between goal/aim and objectives and to introduce SMART theory as a way to help us define objectives that can be easily evaluated. In case anyone in the group knows the theory ask this person to come up with examples of the rules you are presenting. 4. Inform the group that in a minute they will become a selection committee with a task to assess projects on the basis of aim and objectives provided by applicants. Divide the group in teams of four or five. Hand them the description of the assignment (see attachment) together with two of six examples of aims and objectives (see attachment). Allow 25 minutes for this assignment. 5. Let each group present the project they have selected and improved objectives they defined.
Suggestions for the debriefing:	Emphasize the similarity of the situation arranged and the reality of assessing projects, remind the importance of defining objectives for receiving a financial support.
Attachments:	Handouts:

	<ol style="list-style-type: none">1. Scope of the project2. Selection committee3. Cases
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