Unit Title: **Setting Yourself Targets**
Unit Level: **1**
Unit Credit Value: **1**
GLH: **6**
LASER Unit Code: **WJB115**
Ofqual Unit Code: **H/502/3595**

This unit has 2 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Understand why target setting is important in a place of work.	1.1	Describe how targets are used by people who manage them.
		1.2	Give an example of the use of target setting as part of an informal process.
		1.3	Give an example of the use of target setting as part of a formal process like a personal review.
2.	Know how to set and review realistic targets.	2.1	Set personal targets with support from an appropriate person e.g. supervisor, which are a. Challenging, b. Realistic, c. and achievable.
		2.2	Work towards and review personal targets, with support from an appropriate person e.g. supervisor.

Assessment Guidance:
NA

Additional Information:
NA