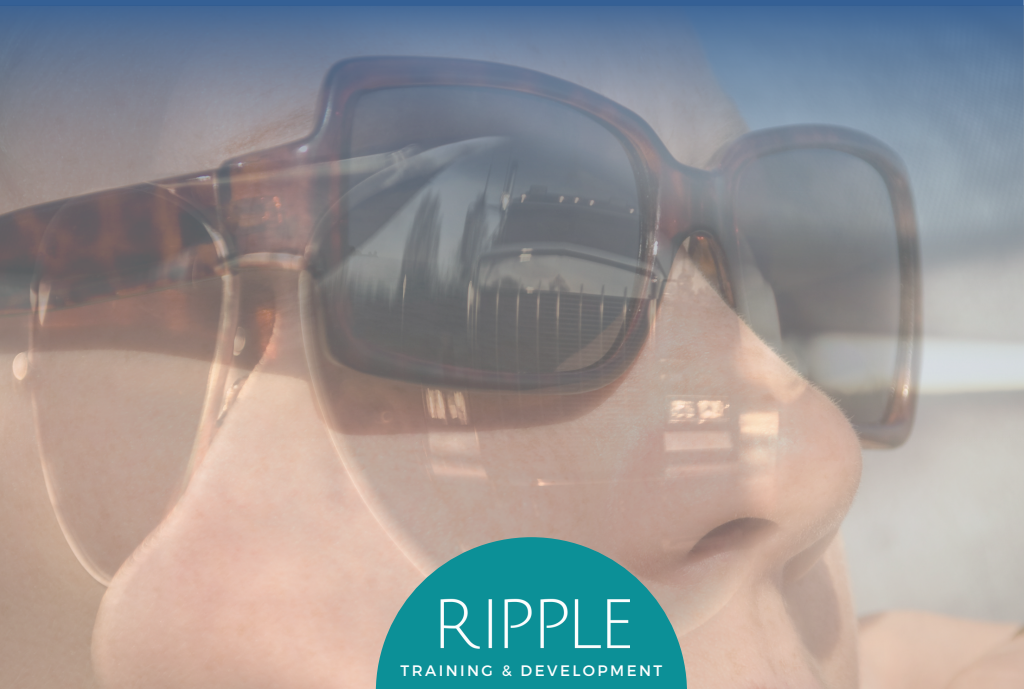


THE HOW TO GUIDE TO

T.A.R.S.

TALENT ACQUISITION & RETENTION STRATEGY

GOAL SETTING - REFLECT REFRESH RESET



RIPPLE

TRAINING & DEVELOPMENT

**WHEN YOU INVEST IN YOUR PEOPLE
YOU INVEST IN YOUR BUSINESS**

LET'S HAVE A CHAT KAYLEEN 027 647 5000

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INTRODUCTION

Every business starts with the basic objective of first becoming operational and surviving and then moving through into a position of thriving as a desirable, sustainable, and resilient entity.

If the business intends to be an employing entity the leaders must ensure they have a well-designed Talent Acquisition and Retention Strategy (TARS) in place.

A comprehensive TARS will contain 12 key components:

- 1.** Goal Setting - Reflect Refresh Reset
- 2.** Talent Acquisition & Retention Strategy (TARS) - Explained
- 3.** Employer Brand & Value Proposition

INTRODUCTION

4. Company Culture, Community, & Morale

5. Diversity, Equity, & Inclusion

6. Leadership

7. Hiring Right First Time

8. Welcoming & Onboarding

9. Talent Compensation & Benefits

10. Career Pathways and Training & Development

11. Performance Peering & Check-Ins

12. Employee Ambassador & Alumni Programmes

CHAPTER 1

ABOUT GOAL SETTING

Goal setting is the process of defining specific objectives or outcomes one aims to achieve within a set timeframe. It involves identifying clear and measurable targets, creating a plan of action, and staying motivated to accomplish the desired results, providing a framework for personal and professional growth.



CHAPTER 1

Effective goal setting involves thoughtful consideration of both short-term, medium-term, and long-term objectives.

It requires defining specific, measurable, achievable, relevant, evaluative, and rewarding **(SMARTER)** goals with the objective of establishing a clear roadmap.

To supplement and support SMARTER you may also choose to apply Ripple's **7Cs**.

The last three steps in goal setting involve breaking them into achievable portions, establishing habits around these segments, and implementing accountability practices.

CHAPTER 2

REFLECT REFRESH RESET

We've all been there, trying various goal-setting techniques and as the years accumulate so do our experiences of both triumphs and setbacks. But here's a 3-point technique waiting to be discovered and personalised by you; for you?

1. Reflect: This is the process of looking back on the past year and asking yourself, "Do I want something different this year, and can I achieve it with my current approach?". How did it go last year? Am I satisfied with the outcomes, or am I craving change?

CHAPTER 2

2. Refresh: Now, you are free to envision new goals and what changes are needed to get there? It's not about discarding the past but blending wisdom with a dash of innovation. Embracing change, challenging the familiar, and setting a course for uncharted territories.

3. Reset: This is the game-changer, committing to recalibrating your approach. Aligning your aspirations with your capabilities. Recognising that a shift in strategy might be the missing link. It's about shedding old habits, breaking barriers, and bravely embracing change.

CHAPTER 3

S.M.A.R.T.E.R

7 Pro tips for setting goals you can achieve.

Specific

A specific goal is a clear and detailed objective that precisely outlines what is to be achieved. It avoids ambiguity by defining the who, what, where, when, and why, providing a focused and measurable target for effective planning and execution.

Measurable

A measurable goal is one with defined criteria for tracking progress and determining when the objective is achieved. It

CHAPTER 3

involves quantifiable indicators, enabling clear assessment of success and providing a tangible benchmark for evaluating your performance and measuring results.

Attainable

An attainable goal is one that is realistic and feasible within the given constraints, considering resources, time, and abilities. It sets achievable expectations, ensuring that the objective is challenging yet within reach, promoting motivation and success.

CHAPTER 3

Relevant

A relevant goal is aligned with broader objectives that are meaningful to you. It contributes to overall success, connecting with core values and priorities. It ensures that efforts are focused on pursuits that matter, fostering purpose and impact.

Time-bound

Stipulate your start and finish times/dates. This propels you into action and enables you to identify your date of success.

Evaluative

An evaluative goal is one that can be assessed and measured to determine progress and success. It involves clear criteria for

CHAPTER 3

evaluation, allowing you to analyse your performance and make informed decisions based on the outcomes achieved. It is an advanced holistic extension to the Measurable .

Rewarding

A rewarding goal is achieved when it brings satisfaction, fulfillment, or a sense of accomplishment, leading to a predetermined acknowledgment or reward. This intrinsic or extrinsic recognition enhances motivation and amplifies the overall positive impact of accomplishing the objective.



CHAPTER 4

THE 7Cs

To supplement and further support your SMARTER goals Ripple has designed The 7Cs.

Claim

Claim your goal - take ownership and responsibility for its pursuit. By claiming your goal, you commit to the journey and empower yourself to overcome challenges along the way.

Clear

Maintain a clear focus - consistently direct your attention and efforts towards your priorities. Avoid distractions, set priorities, and stay committed to your goals.

CHAPTER 4

Cheerleader

Get a cheerleader - having a cheerleader means having a supportive and encouraging ally who celebrates your successes and motivates you during challenges.

Courage

Have courage - face uncertainties and step outside your comfort zone. Confront challenges with determination, embrace risk, and overcome fear of failure.

Collaborate

Collaborate as required - working with others to achieve your objectives and to leverage skills,

CHAPTER 4

knowledge, and perspectives to enhance creativity and problem-solving.

Consistent

Be consistent - you are aiming for consistency, not perfection.

Consistency will help you create habits automating your progress towards success.

Celebrate

Celebrate your successes - this will reinforce your sense of success and motivate endurance and resilience.

CHAPTER 5

Breaking Goals Down

Breaking goals down into specific, regular, achievable steps promotes steady progress and minimises the risk of goal-fatigue.

This approach involves dissecting larger objectives into manageable tasks, making the overall goal less overwhelming.

By setting specific and measurable milestones, you create a roadmap for success, allowing you to track and celebrate incremental achievements.

CHAPTER 5

Emphasising regularity over perfection recognises that consistency in small, attainable steps is more sustainable and effective than sporadic, perfection-driven efforts. This approach builds momentum, cultivates habits, and reinforces a positive mindset, ultimately increasing the likelihood of long-term success in reaching your desired outcomes.



CHAPTER 6

CULTIVATING HABITS

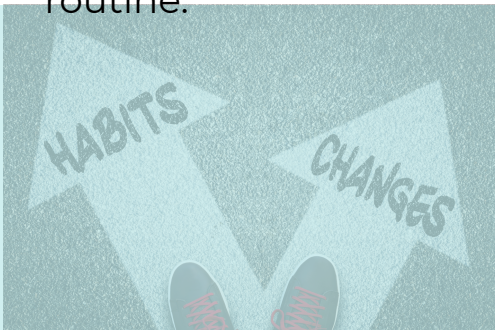
Cultivating habits around each step automates progress, turning actions into routines. This not only enhances efficiency but also frees mental space, allowing focus on new challenges without constant deliberation, fostering a streamlined and sustainable approach to goal attainment.

1. Start small: Begin with easily achievable habits related to your goals. Gradually increase complexity as the behaviors become ingrained. Small wins build confidence and momentum.

CHAPTER 6

2. Set reminders: Use cues like alarms or calendar notifications to prompt habit execution. Consistent reminders help establish routines, reinforcing the behavior until it becomes automatic.

3. Associate habits with existing routines: Integrate new habits into your daily life by attaching them to existing activities. This leverages established patterns, making it easier for the behavior to become a natural part of your routine.



CHAPTER 6

4. Track progress: Maintain a habit tracker or journal to record daily adherence. Monitoring your consistency provides a visual representation of your efforts and highlights areas for improvement.

CHAPTER 7

UNDERSTANDING ACCOUNTABILITY

Understand your accountability needs. Whether you prefer self-accountability or thrive with external accountability, align your approach to what works best for you.

Some individuals excel with self-accountability, relying on internal motivation and discipline. They set personal standards, monitor progress, and derive satisfaction from meeting self-imposed expectations. For these individuals, establishing clear routines and setting intrinsic rewards can enhance their commitment to goals.

CHAPTER 7

On the other hand, some thrive with external accountability. This involves involving others in their goals, such as sharing them with a friend, mentor, or colleague.

External accountability provides a support system, encouragement, and a sense of responsibility to someone else, which can be a powerful motivator.

Recognising and embracing your preferred accountability style enhances your chances of success, ensuring that your chosen method aligns with your personality and maximises your commitment to achieving your goals.

WOULD YOU LIKE OUR HELP?

We are looking forward to
supporting you so call on us to
Experience the Effect.®

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KAYLEEN MARTIN

027 647 5000

kayleen@ripple.net.nz

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kayleen.ripple.net.nz