



## DESIGN DOCUMENT: ELEVATE: Blueprint to Level Up in 2023

<b>Business Purpose</b>	<p>One of Varaspec’s core values is self-improvement. Self-improvement not only benefits the individual but the organization as a whole. This year end training will get executives to reflect on their wins and opportunities from the past year, brainstorm and set new goals, lock in action steps and develop strategies to confidently overcome challenges.</p>
<b>Target Audience</b>	<p>All Varaspec Executives</p>
<b>Training Time</b>	<p>3.5 Hours</p>
<b>Training Recommendation</b>	<p>A virtual instructor led training module developed in PowerPoint is recommended. Training features a step by step approach to setting goals from inspiration to accountability. Participants will walk away with a specific and personalized execution plan to reach their 2023 goals.</p>
<b>Deliverables</b>	<p>3.5 Hour Virtual Instructor Led Training:          -PowerPoint Deck          -Facilitator &amp; Producer Guide</p>
<b>Learning Objectives</b>	<p>Through this training, the participant will:</p> <ul style="list-style-type: none"> <li>• Analyze wins and opportunities from 2022</li> <li>• Define S.M.A.R.T. goals for 2023</li> <li>• Leverage the power of habits to support goals</li> <li>• Schedule action plan to support goals</li> <li>• Develop a resilient strategy to overcome obstacles</li> <li>• Partner with an accountability buddy</li> </ul>

## Training Outline

### Topic: Introduce

- Welcome
- Objectives

### Topic: Analyze

- Reflect on past year
- Note 2022 wins
- Note 2022 opportunities
- Mentimeter survey
- Share with the team

### Topic: Spark

- Describe inspirations
- Describe motivations
- Compile a visual
- Share on whiteboard

### Topic: Think

- Brainstorm all potential goals
- Write in chat

### Topic: Define

- Explain S.M.A.R.T. goals
- Decide on a S.M.A.R.T. goal
- Discuss in breakout rooms

### Topic: Program

- Power of habits
- Decide on relevant habit to support goal
- Discuss in breakout rooms

### Topic: Schedule

- Plan & Prioritize
- Planner examples
- Practice schedule

	<p><b>Topic: Challenge</b></p> <ul style="list-style-type: none"><li>• Note potential obstacles</li><li>• Challenge role play</li><li>• ‘Good’ by Jocko video</li><li>• Overcoming challenge word cloud</li><li>• Share with team</li><li>• Develop strategy to overcome</li></ul> <p><b>Topic: Account</b></p> <ul style="list-style-type: none"><li>• Partner in breakout rooms</li><li>• Decide on what success looks like</li><li>• Review accountability strategy</li></ul> <p><b>Topic: Conclude</b></p> <ul style="list-style-type: none"><li>• Summary</li><li>• Thank you</li></ul>
<p><b>Evaluation Plan</b></p>	<p>Accountability buddies will meet monthly to discuss goal progress and troubleshoot obstacles.</p>