

SMART goals setting

Unit 7 - Connecting labour market needs and individual needs

An interactive activity for trainers, career guidance counsellors, employers and professionals in human resource departments working together with people with disabilities.

This exercise is designed to **help career guidance counsellors assist people with intellectual disabilities** in setting **SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound) to improve their employment outcomes. The goal is to make the process interactive, engaging, and accessible while ensuring the goals are easy to understand, manageable, and empowering.

Description step by step:

1. Introduce the Concept of SMART Goals

Materials needed:

- **Visual aids** (pictures or drawings of each SMART element: Specific, Measurable, Achievable, Relevant, Time-bound).
- **Flashcards** with simple, relatable examples.

Steps:

Start with a fun conversation by explaining that we are going to make a plan to help them get better at their job or find the job they like. Example introduction: "Imagine you're baking your favourite cake. First, you need a recipe! The recipe is like a goal that helps you make something delicious step by step."

2. Explain SMART in simple terms:

- **S (Specific):** *"We need to know exactly what you want. Let's be clear."*

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Project ID: Project ID: 2022-1-DE02-KA220-VET-000088595

This work is licensed under a [Creative Commons Attribution-Non-Commercial-Share-Alike 4.0 International \(CC BY-NC-SA 4.0\)](https://creativecommons.org/licenses/by-nc-sa/4.0/)



- Show a **picture of a job**, like a chef or a cleaner. You can work with multiple pictures.

- Ask: *"What job would you like to do?"*

- **M (Measurable): "We need to know how you'll know you are getting better."**
 - Show an image of a checklist or a progress bar.
 - Ask: *"How will we know you are improving? For example, learning to use a machine or making more sandwiches."*

- **A (Achievable): "We want to choose something you can really do!"**
 - Show a picture of climbing a ladder, step by step.
 - Ask: *"Is this something we can start working on today or this week?"*

- **R (Relevant): "The goal should help you with something important."**
 - Show a picture of a happy worker or a pay check.
 - Ask: *"How will this help you get the job you want?"*

- **T (Time-bound): "We need to set a time for when you'll try to finish."**
 - Show a picture of a calendar.
 - Ask: *"How long do you think it will take to practice?"*

2. Activity implementation

Ask the person to choose an example job goal that's familiar to them (e.g., learning to use a vacuum cleaner at work). As they pick, use a board or sheet with large text and visuals to represent each SMART step.

2.1 Personalize the SMART Goal (20 minutes)

Materials:

- Large goal-setting worksheet with simple prompts, space for drawings, and stickers.
- Visual aids or apps that allow for drag-and-drop interactions (optional).

Steps:**2.1.1. Guide the participant through creating their own SMART goal by asking questions and giving examples to each SMART step:**

- **Specific: "What would you like to do at your job?"**
 - Example: "I want to learn to use the vacuum cleaner at work."

- **Measurable: "How will you know you're getting better?"**
 - Example: "I'll practice every day until I can vacuum the whole office by myself."

- **Achievable: "Can you do this with help?"**
 - Example: "Yes, I can practice with help from my co-worker."

- **Relevant: "How does this help you get the job you want?"**
 - Example: "It helps me clean better so I can keep my job."

- **Time-bound: "When do you want to finish this?"**
 - Example: "I want to do this by the end of the month."

Use visual aids, stickers, or drawings to make it fun and relatable:

- Let the participant choose images or colours for their worksheet.
- Offer stickers or rewards as they complete each step.

Complete the SMART worksheet together. Make sure the participant feels ownership over their goals by allowing them to draw, add stickers, or pick images to describe their goal.

If possible, you can continue with **Role-Playing** and **Reinforcement** or find solutions where this would be possible in a safe environment.

Materials needed:

- Props or objects related to their employment goal (e.g., toy vacuum cleaner, apron).
- Cue cards for role-play scenarios.

Steps:

1. **Role-play** the steps toward achieving their goal. Create a fun and low-pressure environment where the person can "practice" working toward their goal.

- Example: if their goal is to learn how to use the vacuum cleaner, you can pretend to be a co-worker showing them how to use it.
- Use cue cards that show simple steps (like plugging in the vacuum, turning it on, cleaning one area).

2. **Provide positive reinforcement** at each step. Acknowledge when they complete a small part of the goal.

3. **Follow-Up and Track Progress** by using Calendar with clear visual markers (stickers, colours), simple progress chart (e.g., a star chart)

Create a visual progress tracker. Ask the participant to check in each time they make progress toward their goal. Use fun and engaging markers like stars, stickers, or stamps.



Source: https://www.flaticon.com/free-icon/star_11383060?term=star+chart&page=1&position=9&origin=search&related_id=11383060

- Example: "Each time you practice vacuuming, you can put a star on your chart!"

Set a follow-up date to review the goal. Let them choose a day to share how they are doing.

Additional Tips:

- Be patient and give plenty of positive feedback.
- Simplify language and use repetition where needed.
- Make the experience fun and engaging through games, visuals, and rewards.