

Certificate of Accomplishment

for the workplace skill
Setting and Achieving Important Goals

This document certifies that

_____ has successfully completed the following activities:

- Make a list of things that you want to happen and analyze their risks/ rewards.
- Develop a schematic and step-by-step directions for reaching important goals.
- Develop a goal-setting plan for one thing that you really want to happen.
- Prepare a sample goal-setting timeline.
- Develop a story board for a new restaurant opening.
- Develop a table of your strengths and weaknesses in setting and achieving important goals.
- Organize a marketing campaign promoting how your company sets and achieves important goals.

Signed

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