CEP1002: Goal Setting Outline
"Self-directed" Online Training

Prerequisites

None

Recommended prior learning/experience

None

Description

This "self-directed" training module provides a comprehensive guide to setting, achieving and monitoring goals effectively, particularly in sustainable development and carbon and energy management. It covers the United Nations Sustainable Development Goals (UN SDGs), principles of interconnected goals, science-based targets, and nature-based solutions. Learners will explore key goal-setting terms, translate strategies into actionable goals, balance ambition with realism, and apply the SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) framework. Practical tools and measures for generic and specific applications, including project management software and carbon accounting systems, are discussed to support effective goal setting in various contexts.

Position and pathway

This module has an associated assessment which takes the form of an online examination. Success in the associated assessment is an element of CEP's Certified Professional in Energy and Certified Professional in Carbon professional qualifications.

Delivery mode

The training module consists of twelve (12) videos, five (5) progression quizzes and one (1) completion quiz. The progression quizzes serve as gatekeeper steps, requiring successful completion before participants can advance to the next lesson.

Hours

This module is split into twelve (12) lessons and totals approximately four (4) hours of viewing time.

Students will be required to undertake five (5) progression quizzes, which should take around five (5) minutes each.

Learning outcomes

By the end of the module, students should:

1. Understand the United Nations Sustainably Development Goals (SDGs)
2. Understand the basics of Science Based Targets
3. Understand the basics of nature-based solutions
4. Understand goal setting terms and phrases
5. Be able to translate values and strategies into goals
6. Be able to define and set ambitious and realistic goals
7. Understand what SMART Goals (Specific, Measurable, Achievable, Relevant, and Time-Bound) are and the pros and cons of working with them"
8. Understand reverse goal setting
9. Be familiar with tools and measures to help.

Module Structure and Progression

Lesson Outlines	
Lesson 1	**Introduction to the UN SDGs**
	Video duration: 17 minutes approximately. Content relates to learning outcomes 1: • Introduction to the Sustainable Development Goals • Importance of SDGs in global development • Goals 1-5 • Goals 6-9 • Goals 10-14 • Goals 15-17
Lesson 2	**Principles of the UN SDGs**
	Video duration: 18 minutes approximately. Content relates to learning outcomes 1: • Interconnectedness of the SDGs • Global Partnerships • Measuring Progress • Local Action • Challenges and Opportunities
Lesson 3	**Science Based Targets**
	Video duration: 20 minutes approximately. Content relates to learning outcomes 2: • What are Science-Based Targets?

	• Principles of Science-Based Targets • Examples of SBT • Steps to Setting SBTs • Benefits of Adopting SBTs • Challenges and Considerations
Progression Quiz 1	
Lesson 4	**Nature Based Solutions**
	Video duration: 25 minutes approximately. Content relates to learning outcomes 3: • Why Nature-Based Solutions? • Societal Challenges • ICUN Criteria • Examples of Nature-Based Solutions • Challenges and Considerations • Scaling Up Nature-Based Solutions
Lesson 5	Goal Setting Terms and Phrases
	Video duration: 25 minutes approximately. Content relates to learning outcomes 4: • Importance of Goal Setting • SMART Goals • Stretch Goals • Long-Term vs. Short-Term Goals • Outcome Goals vs. Process Goals • Action Plan • Accountability Partners • Key Performance Indicators (KPIs) • Personal Development Goals • Career Development Goals • Financial Goals • Health and Wellness Goals • Cultural Competency Goals
Progression Quiz 2	
Lesson 6	Translating Strategies and Values into Goals – Part 1
	Video duration: 25 minutes approximately. • Importance of Alignment • Understanding Organisational Values • Identifying Strategic Objectives • Mapping Values to Goals • Key Performance Indicators

	Establishing Key Performance Indicators (KPIs)
Lesson 7	**Translating Strategies and Values into Goals – Part 2**
	Video duration: 20 minutes approximately. Content relates to learning outcomes 5: • Value: Innovation, customer focus, sustainability, collaboration • Strategies for Goal Achievement • Integrating Values into Organisational Culture • Communicating Goals and Values • Empowering Employees
Lesson 8	**Defining and Setting Ambitious and Realistic Goals**
	Video duration: 20 minutes approximately Content relates to learning outcome 6: • Importance of Ambitious Goals • Importance of Realistic Goals • Understanding Ambitious Goals • Characteristics of Ambitious Goals • Balancing Ambition with Realism • Understanding Realistic Goals • Characteristics of Realistic Goals • Strategies for Ambitious Goal Achievement • Strategies for Realistic Goal Achievement • Overcoming Challenges
Progression Quiz 3	
Lesson 9	**SMART Goals**
	Video duration: 20 minutes approximately Content relates to learning outcome 7: • Definition of SMART Goals • The Pros of SMART Goals • Clarity • Focus • Measurability • Achievability • Relevance • Time-bound • The Cons of SMART Goals • Rigidity • Overemphasis on Quantitative Measures • Unrealistic Expectations

	• Balancing SMART Goals
Lesson 10	**Reverse Goal Setting**
	Video duration: 20 minutes approximately Content relates to learning outcome 8: • Definition of Reverse Goal Setting • Traditional vs. Reverse Goal Setting • The Process of Reverse Goal Setting • Benefits of Reverse Goal Setting • Clarity • Focus • Strategic Planning • Motivation • Challenges of Reverse Goal Setting • Overcoming Challenges • Application in Carbon and Energy Management
Progression Quiz 4	
Lesson 11	**Goal Setting Tools and Measures - Generic**
	Video duration: 15 minutes approximately Content relates to learning outcome 9: • Goal-Setting Tools Overview • Goal-Setting Worksheets • Goal-Setting Worksheet examples • Project Management Software • Project Management Software examples • Vision Boards
Lesson 12	**Goal Setting Tools and Measures – Carbon and Energy Applications**
	Video duration: 25 minutes approximately Content relates to learning outcome 9. • Carbon Accounting Software • Energy Management Systems (EMS) • Sustainability Reporting Platforms • Carbon Footprint Calculators • Energy Audit Tools • Renewable Energy Feasibility Assessments • Integrating Tools into Goal Setting and Action Planning
Progression Quiz 5	

Assessment

This training module does not have a formal assessment. CEP runs a credential, assessed by examination for CEP1002: Goal Setting, which operates independently of this training module. Completion of this module is not a pre-requisite for the formal assessment.

Completion

The module will be considered completed and a digital "Completion" certificate will be available when the student has achieved a score of 75% or above in the Completion Quiz.