

Objectives Examples

- 1. Weak/Immeasurable Objective:** Improve computer skills.
Better Objective: Improve efficiency in MS Word, Access, and Excel by attending workshops or classes.
- 2. Weak/Immeasurable Objective:** Improve customer service skills.
Better Objective: Improve customer service skills by attending training on diversity, communications, and customer service.
- 3. Weak/Immeasurable Objective:** Develop opportunities to enhance dialogue with the campus community regarding how the department's services can be delivered more effectively and efficiently.
Better Objective: Develop opportunities to enhance dialogue with the campus community regarding how the department's services can be delivered more effectively and efficiently--define a method to survey the campus community and a tool to measure the responses. Recommend, develop, and initiate procedures/programs to meet the needs of the campus community based on the survey results.
- 4. Weak/Immeasurable Objective:** Improve supervisory skills.
Better Objective: Improve supervisory skills by obtaining Certificate in Supervision offered by staff development and training. Attend Conflict Resolution Training and Diversity training.