

# OKRs That Work: How to Turn Team Goals into Real Results

4-Hour Remote Online Training Workshop (ROT) | Workshop 01 | Course Content for HRD Corp Claimable Course Registration

## PROGRAMME DETAILS

|                                |                                                                                                                                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme Type                 | 4-Hour Remote Online Training Workshop (Remote Online Training - ROT)                                                                                                                        |
| Delivery Mode                  | Live Virtual via Zoom                                                                                                                                                                        |
| Training Location              | Remote Online Training                                                                                                                                                                       |
| Session Time                   | 2:00 PM - 6:00 PM MYT (Malaysia Standard Time)                                                                                                                                               |
| Duration                       | 4 hours / 0.5 day / half-day programme                                                                                                                                                       |
| Programme Category             | Soft Skill - Productivity   Non-Technical   Non E-Learning                                                                                                                                   |
| Maximum Participants           | 35 pax per session                                                                                                                                                                           |
| Minimum Training Qualification | Diploma or equivalent, or relevant working experience                                                                                                                                        |
| Attendance Requirement         | Minimum 75% attendance. System-generated Zoom attendance report will be provided, including participant name, training date, join time, leave time and/or total duration attended.           |
| Certificate                    | Certificate of Completion issued by OKR Institute upon meeting attendance and post-training evaluation requirements. This is not a professional certification or micro-credential programme. |
| Claimability                   | Subject to HRD Corp grant approval by the employer and HRD Corp terms and conditions.                                                                                                        |

## COURSE DESCRIPTION

This 4-hour remote online training workshop equips participants with the practical skills to understand, design and apply Objectives and Key Results (OKRs) in a team or organisational context. Participants will learn how OKRs differ from KPIs, how OKRs support focus, alignment, accountability and execution, and how to identify common symptoms of misalignment. The programme combines trainer-led instruction, case examples, live polls, facilitated discussion, breakout exercises, peer review and practical OKR writing. Participants will analyse weak OKRs, apply the output-versus-outcome test, draft one Objective with at least two Key Results, and define one concrete 30-day action step to improve goal-setting and execution in their organisation.

## TARGET GROUP

Managers, team leaders, department heads, project managers, HR professionals, strategy/PMO professionals, business unit leaders, supervisors, and employees involved in goal-setting, performance management, team alignment, execution or organisational improvement.

## METHODOLOGY

Live remote online training via Zoom, combining trainer-led instruction, case study analysis, live polls, facilitated discussion, breakout group exercises, peer review, practical OKR writing activities, Miro-based collaboration, action planning and post-training evaluation. Participants will apply the OKR framework to real team or organisational examples during the session.

## MEASURABLE LEARNING OUTCOMES

| Ref  | By the end of this training, participants will be able to:                                                |
|------|-----------------------------------------------------------------------------------------------------------|
| LO 1 | Explain what OKRs are, how they differ from KPIs, and why organisations use them for focus and alignment. |
| LO 2 | Identify symptoms of team misalignment and connect them to common OKR design failures.                    |
| LO 3 | Write one draft Objective and at least two Key Results for their own team context.                        |
| LO 4 | Differentiate strong and weak OKRs using the output-versus-outcome test.                                  |
| LO 5 | Describe the OKR cycle: set, execute, check and reset.                                                    |
| LO 6 | Define one 30-day action step to introduce or improve OKRs in their organisation.                         |

# OKRs That Work: How to Turn Team Goals into Real Results

## COURSE OUTLINE

### Module 1: Introduction to OKRs and Goal Alignment

Participants are introduced to the purpose of OKRs, how they differ from KPIs, and why organisations use them to create focus, alignment and measurable progress. The module includes an opening poll, discussion of common goal-setting challenges and a practical business case example.

### Module 2: Diagnosing Misalignment and Weak OKRs

Participants explore common symptoms of team misalignment and understand how poor OKR design can create confusion, lack of ownership and weak execution. They analyse examples of weak OKRs and apply the output-versus-outcome test to identify improvement areas.

### Module 3: Writing Strong Objectives and Key Results

Participants learn a practical OKR writing framework, including how to write clear Objectives and measurable Key Results. The module covers different types of Key Results and introduces the OKR cycle: set, execute, check and reset.

### Module 4: Practical OKR Application Exercise

Participants work individually and in pairs to draft one Objective and at least two Key Results for their own team or organisational context. Peer review, trainer feedback and live coaching are used to strengthen the drafted OKRs.

### Module 5: 30-Day Action Planning and Transfer to Workplace

Participants identify one concrete action step they can take within 30 days to introduce, improve or strengthen OKR usage in their organisation. The session closes with a recap of key learning points, evaluation and certificate instructions.

## 4-HOUR SESSION SCHEDULE

| Time (MYT)     | Duration | Segment                                                                                                                                                                                         | Format      |
|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 2:00 - 2:15 PM | 15 min   | Welcome, attendance check, objectives overview and opening poll.                                                                                                                                | Setup       |
| 2:15 - 2:50 PM | 35 min   | Core Concept 1: What OKRs are, why they exist, how they differ from KPIs, and Brew & Co. case introduction. LO 1.                                                                               | Content     |
| 2:50 - 3:10 PM | 20 min   | Discussion 1: Where does your team lose focus? Live Mentimeter poll, open responses and trainer debrief. LO 2.                                                                                  | Discussion  |
| 3:10 - 3:50 PM | 40 min   | Exercise 1: Spot the Weak OKR. Breakout groups of 3-4 pax apply output-versus-outcome diagnosis and present back. LO 4.                                                                         | Exercise    |
| 3:50 - 4:15 PM | 25 min   | Midpoint Group Challenge: Fix the OKR. Groups rewrite one weak Brew & Co. OKR set while the trainer monitors breakout rooms and provides live coaching. Groups share results. LO 3 + 4.         | Group Work  |
| 4:15 - 4:50 PM | 35 min   | Core Concept 2: OKR writing framework, Objective formula, Key Result types and the quarterly OKR cycle, with live polls between concepts. LO 3 + 5.                                             | Content     |
| 4:50 - 5:30 PM | 40 min   | Exercise 2: Draft Your Own OKR. Each participant writes 1 Objective and 2 Key Results for their real team, conducts peer review in pairs, uses Miro board and receives live coaching. LO 3 + 4. | Exercise    |
| 5:30 - 5:45 PM | 15 min   | Action Planning: 30-day transfer canvas. Each participant commits to one concrete next step for their organisation. LO 6.                                                                       | Application |
| 5:45 - 6:00 PM | 15 min   | Evaluation form, recap of learning outcomes, certificate instructions and closing.                                                                                                              | Close       |

# OKRs That Work: How to Turn Team Goals into Real Results

## TARGETED INDUSTRY / INDUSTRIES

Applicable to all industries, including corporate services, technology, finance, manufacturing, retail, education, healthcare, professional services, government-linked organisations, SMEs and multinational companies. The programme is suitable for any organisation seeking to improve focus, alignment, execution, accountability and performance management.

## REMOTE ONLINE TRAINING DELIVERY AND COMPLIANCE SETUP

| Item                           | Description                                                                                                                                                                                                                              |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Platform</b>                | Zoom will be used for live virtual delivery with two-way communication, document sharing, breakout rooms, polls and attendance reporting.                                                                                                |
| <b>Attendance Monitoring</b>   | System-generated attendance report will be retained and provided for claim submission where required. The report will include participant names, training date, clock-in/join time, clock-out/leave time and/or total duration attended. |
| <b>Interaction Evidence</b>    | The session includes live polls, facilitated discussion, breakout group work, Miro collaboration, peer review and participant action planning.                                                                                           |
| <b>Training Effectiveness</b>  | Participants complete a post-training evaluation form at the end of the session.                                                                                                                                                         |
| <b>Record Keeping</b>          | Training records, attendance evidence, evaluation records and supporting documents will be retained for audit or verification purposes, subject to HRD Corp requirements.                                                                |
| <b>Certificate Requirement</b> | Certificate of Completion is issued only after the participant meets the attendance requirement and completes the post-training evaluation.                                                                                              |

## NOTES FOR HRD CORP COURSE REGISTRATION

- This document is intended to be uploaded under File Description: Course Content.
- The programme is submitted as Non E-Learning because delivery is live and synchronous via Remote Online Training.
- Training duration is 4.00 hours excluding lunch, equal to 0.5 day / half-day.
- The programme is not a micro-credential and does not require a MiCAS application number.
- Claimability remains subject to employer grant application approval and HRD Corp terms and conditions.