

Performance Management

Duration:

Two days

Objective

This programme is designed for people who are responsible for managing others and their performance. Effective performance management of each individual member of the team is critical in today's increasingly competitive environment and the aim of this course is to enable delegates to achieve their business objectives by developing the skills of their staff and improving all aspects of operational performance.

Contents

By the end of this course, each delegate will be able to:

Establish and prioritise their business goals

Break each goal down into tasks and activities

Clarify the knowledge and skills required to complete each activity

Establish which member of staff is best suited to carry out each task

Plan a strategy for motivating their staff

Design a simple incentive programme

Decide how performance will be monitored, measured and communicated

Prepare for, and conduct a performance review and appraisal meeting

Decide on an appropriate training solution for a performance shortfall

Describe the leadership and management skills required to effectively manage performance

Decide on a timetable of activities designed to maintain momentum

Who should attend

Supervisors, team leaders and managers who want to improve their companies performance by training and motivating their staff to improve their own performance.

Course benefits

Ensure your organisations people policies can work in harmony to boost overall results

Pinpoint areas in your organisations for the development of performance management and the measurement of its impact

Gain valuable ideas on how to improve performance and results - at both individual and organisational levels

Practice performance management techniques - gain the benefits of shared experience and the support from other participants.

Additional information

This course aims to cover all key aspects of performance management and provide practical guidance on how to take a holistic approach to improving performance and results for individuals, teams and organisations.

The course trainer will provide continuing support throughout the programme.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of performance management training. They have been successfully delivering training to both public and private sector organisations for over ten years and previously held a number of senior management positions in industry.