



MANAGING EMPLOYEE PERFORMANCE

1 Day Program

FOR MANAGERS AND SUPERVISORS RESPONSIBLE FOR MANAGING STAFF PERFORMANCE

Performance management is essential for managing the organization's productivity and to fulfill strategic, financial, and mission-critical goals and objectives. Performance management is the systematic process by which an organization involves its employees, as individuals and members of a group, in improving organizational effectiveness in the accomplishment of organization's mission and goals.



This one-day workshop program teaches the fundamentals of performance management to managers and supervisors.

Participants learn to set and track goals to meet corporate and personal objectives, and shows how to perform performance appraisals, and teaches managers how to effectively coach, train, and support their team members to top performance!

Benefits

By taking this course, managers will be able to:

- Set and track measurable performance objectives
- Teach their teams to write and execute effective action plans
- Coach, train, and support their team members to achieve top performance
- Hold effective performance appraisals
- Work to improve poor performers

Excellence in Management & Organization Development™

**Our Mission
is to help
organizations
thrive and
become better
places to work.**

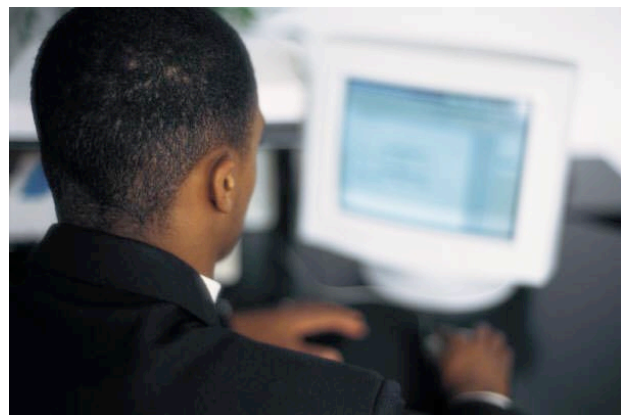
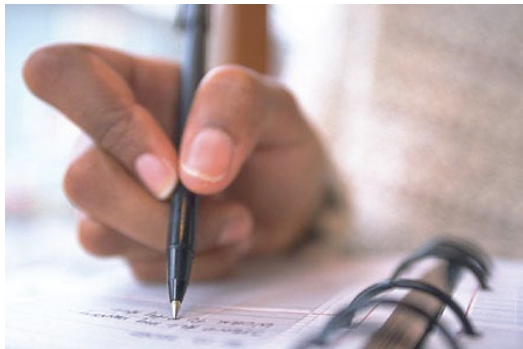


Managing Employee Performance

1 Day Program

Curriculum

<p>MORNING</p>	<p>The six elements of an effective performance management system</p> <ul style="list-style-type: none"> • Planning work and setting expectations, • Continually monitoring performance, • Developing the capacity to perform, • Periodically rating performance in a summary fashion, and • Rewarding good performance.
<p>AFTERNOON</p>	<p>Performance process:</p> <ul style="list-style-type: none"> • Performance Planning • Performance Monitoring • The Performance appraisal Process



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