

1 Day Programme

A 1 day programme aimed at individuals who will be receiving a performance review as part of the performance management process of their organisation.

This programme has been designed to give participants a thorough understanding of how to be proactively involved in their organisation's performance management process. It will enable individuals to take ownership for the achievement of their personal objectives and to give them a detailed understanding of the necessary support documentation.

The programme balances theory and practical activities and provides many opportunities for participants to practice different elements of the performance management process.

Programme Content

- The key elements and benefits of a performance management process
- Understanding performance management / appraisal documentation
- Preparing for a performance review
- Setting personal objectives
- Reviewing progress against personal objectives
- Agreeing a performance management / training plan
- Linking the performance management process to the achievement of personal career goals

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A performance review training checklist and toolkit pack



Business Benefits

By the end of the programme participants will be able to:

- Understand the importance of the performance management process in their organisation
- Recognise the benefits of the performance management process for themselves
- Understand how to get the most out of the performance management process
- Prepare effectively for a performance review and contribute to the development of their personal objectives
- Contribute to their personal development and training plan
- Identify how the performance review process will help them to achieve their personal career goals
- Understand and complete the organisation's performance review documentation

Testimonials

"This course has made the appraisal process seem much clearer — I now know what I need to do to prepare and get involved"

"As a result of attending this session, my team members are much more 'clued up' and positive about appraisals. They are also getting much more involved in creating their objectives and action plans — a great help"