

1 – 2 Day Programme

This programme is aimed at managers who need to develop a strategic understanding of the performance development process and the ability to use the tools and techniques that support it.

The programme will enable managers to use the performance review framework to work with individuals and teams to create and manage inspirational personal objectives that are directly linked to business goals. Managers will be able to use a variety of techniques to motivate their team members, track their performance, manage performance improvement requirements and reward high performance.

Participants will take part in case studies and role plays and will receive feedback on their personal style. They will be encouraged to share their own experiences from the workplace to help them to develop improved performance review techniques for the future.

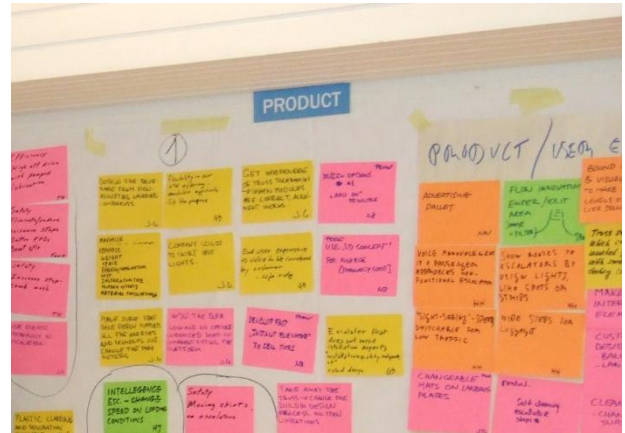
Programme Content

- Performance management as a strategic process
- Objective setting and tracking performance
- Coaching skills for performance reviews
- Giving and receiving feedback
- Managing performance improvement
- Rewarding high performance

Additional Benefits

Participants attending this programme will receive:

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



Business Benefits

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

- Understand the strategic importance of the performance review process
- Recognise and leverage the benefits of the performance review process for the individual and the business
- Create compelling individual and team objectives that are aligned to business goals
- Use coaching techniques to unlock potential and maximise performance levels
- Manage performance improvement effectively for a positive outcome
- Use a variety of techniques to track progress and reward high performance

Testimonials

“ Packed full of easy to apply, effective tools and techniques — very useful”

“ A great workshop to help managers polish their performance management skills — I think everyone managing people should attend this workshop on a regular basis”