

PERFORMANCE MANAGEMENT

Performance Management is not a company’s way of employing “micro-managing” techniques that stunt the professional growth of its employees. Rather, it is a strategic approach to ensuring the efficiency and effectiveness of an organization. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactorily manner.

FOCUS

This module will allow employees to gain the necessary skills in order to perform at one’s maximum potential. The audience for this course is for managers and all employees.

LENGTH

8 Hours

PERFORMANCE OBJECTIVES

- Demonstrate how performance management works, the tools to make it work and the three phases of project management
- Employ effective goal setting
- Outline how to give feedback on performance management
- Identify Kolb’s Learning Cycle
- Recognize the importance of motivation
- Develop a performance journal and performance plan

COURSE MODULES

Basics of Performance Coaching	This module reviews what performance management is, who wins from coaching, and what effects performance.
Defining a Performance Coach	Participants learn about their responsibilities as a performance coach, what their relationship is to employee development, and the core competencies of performance coaching.
The Coaching Process	This module covers assessing performance, creating an action plan and giving feedback.
Using the Model	Participants put what they have learned into practice and receive feedback from each other to improve their performance management.