



Performance Management

Develop, Support, Motivate!

A good performance management and appraisals process enables leaders, teams and employees to carry out their work more effectively, thereby enhancing the performance and business results of a company as a whole. It is also a vital process in helping employees to feel valued and motivated. It is increasingly accepted that effective performance management is not just about an annual review, it is a continuous process. Neither is it 'a one size fits all' process - every performance management and appraisal system should be aligned with organizational objectives and be adapted to meet the need of your people.

Who is this course for?

This Performance Management training course is aimed at individuals with responsibility for the performance management and appraisal process who wish to:

- Leverage appraisals as a powerful management tool
- Understand the key stages in the performance management process
- Implement performance management as a continuous process
- Incorporate benchmarking and other criteria to manage staff performance
- Learn about industry best practice in the area of performance management and appraisals

You will learn how to:

- Use appraisals and ongoing reviews to enhance employee performance
- Improve your practical skills to develop, support and motivate your team
- Conduct effective reviews that motivate your team
- Deliver positive as well as difficult feedback
- Address under-performance
- Create action plans to deal with specific performance challenges

How will you learn?

This course involves an interactive workshop format and will consist of a mix of:

- Teaching by an expert trainer using a variety of quality learning materials
- Group and individual learning activities
- Group discussion
- Opportunity to practice performance review scenarios with detailed feedback.

Duration: 1 Day