

OUTLINE

Managing Employee Performance

Lesson One

Course Overview

We generally devote the first part of the day getting to know participants and discussing what's going to take place during the workshop.

Lesson Two

The Shared Management Model

To Begin, participants will learn about the three-phase model that will be the focus of the program. Participants will also learn about creating the employee their own internal manager.

Lesson Three

Setting Goals

Next, participants will use a goal setting tool to set some goals for the workshop. Then, they will learn how to use this instrument in the performance management procedure.

Lesson Four

Phase I (Planning)

During This session, participants will explore how to prepare the employee to go beyond their best using coaching and training. We'll also talk about deciding on the best person for the job and establishing standards.

Lesson Five

Phase II (Activation)

Participants will learn what the activation phase is all about. They will also learn strategies to turn workers into self-motivators.

Lesson Six

Phase III, Part A (Ongoing Assessment)

Evaluation Is a vital component of managing for performance. This session will look at ongoing evaluation, particularly constructive feedback.

Lesson Seven

Phase III, Part B (Formal Evaluation)

Next, Participants will learn about formal types of evaluations, including performance reviews.

Lesson Eight

Workshop Wrap-Up

At The end of the day, students will have an opportunity to ask questions and fill out an action plan.

This course can be fully customised for your business team.
Please contact us for more details and our team will happy to assist.

www.paramountplus.com.au

1300 810 725