

Effective Performance Management Workshop for Managers

Overview

This workshop challenges some of the stereotype ideas of using a system to manage the performance and development of staff and clarifies the purpose, responsibilities and potential benefits for managers, their staff and the organization as whole, as well as teaching some of the key skills needed to do this well.

Objectives

- To give line managers an understanding of the purpose and value of effective performance management and development
- To help line managers identify and understand their responsibilities within the process
- To develop participants' skills in goal setting, evaluating and managing progress against the goals and interviewing to effect good performance
- To consider the impact of every employee being engaged, continuously developing, and delivering high quality results

Target Participant Group

For line managers who have responsibility for delivering results through people. 6 – 9 participants.

Running Time

1.5 days which includes a half day for role plays and skills development.

Summary of Content

- Participants are guided through a practical understanding of why performance management can be worth the effort and a simple purpose is identified
- Participants consider why systems fail and why this responsibility is part of their day-to-day roles
- A model for the performance management cycle is introduced together with an overview of an effective process – not a once-a-year meeting
- Participants consider how to effectively use the organization's paperwork within this process
- Guidance, process and practice is provided for skills in goal setting, evaluating and managing progress against the goals and interviewing to effect good performance
- Video segment

Special Features

- This session can incorporate an organization's core competency framework
- This session has a companion workshop "Effective Performance Management – Employees"
- A further workshop is available to address specifically Disciplinary and Grievance Handling issues