



Effective Performance Management Workshop for Employees

Overview

This workshop is designed specifically to look at an employee performance and development system from an employee's perspective. It considers the purpose, responsibilities and potential benefits for employees individually and the organization as whole. Lack of understanding – or even distrust – of such a process is often identified as a key reason PMD systems fail within organizations. This workshop provides a solution.

Objectives

- To give participants – employees – an understanding of the purpose of the performance management and development process and their responsibilities within this process
- To provide guidelines to help them in their own preparation and gain maximum benefit from the process
- To help participants understand where they fit in the big picture and what their contribution can be

Target Participant Group

For employees who participate in the organization's PMD program. Typically this may be all non- managing staff when a new program is introduced or groups of new employees as part of their induction process. 8 – 12 participants is the ideal group size.

Running Time

2 hours

Summary of Content

- Participants consider their expectations of the performance management and development process and are introduced to the idea of having their own responsibilities within the process
- The link between performance and satisfaction is explored as a primary purpose
- Other benefits of performance management are referred to and a brief outline of why most systems fail and why this one will succeed
- The importance of preparation, participation and goal setting is stressed
- An overview of the key elements of the process and any paperwork is given
- Video segment

Special Features

- This session can incorporate an organization's core competency framework
- This session has a companion workshop "Effective Performance Management – Managers" which is a 1.5 day program.