



Performance Management

Duration: 1 Days **Course Code: GPME100**

Overview:

People and organisations are constantly under pressure to achieve higher levels of performance. Effective management consists of three steps: planning, coaching and evaluating. In this course, you learn to clarify and understand objectives, in accordance with individual objectives and the strategy of the organisation. You learn to coach and to manage the process correctly in order to achieve results. You also learn to evaluate, assess and provide feedback.

Target Audience:

The one-day Performance Management course equips supervisors and managers with concepts, tools and skills to enhance the value of their organization's Performance Management process.

Objectives:

- After the workshop, you will be able to:
 - Plan individual and team goals in alignment with the organization's goals and help others see how their work connects to higher-level goals
 - Formalize and communicate clear and achievable annual performance goals for each individual
 - Provide appropriate context and required information when assigning work
 - Give individuals the freedom they need to complete assigned work
 - Be available to individuals as they complete assigned work
 - Provide specific feedback and explicit agreements about future actions
 - Provide work assignments that are challenging and developmental
 - Create a positive experience when reviewing progress
 - Provide feedback in the context of previously defined performance standards
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Additional Information:

The Performance Management Course focuses on the following competencies: Planning Performance Coaching
Performance Providing Feedback Reviewing Results
Benefits for the individual: A clear process to guide communication with employees through the Performance Management cycle Active engagement of direct reports in the work of the organization Confidence in the ability to have meaningful and fact based performance discussions
Benefits for the organization: Skilled managers who can grow and develop employees Engaged employees being treated fairly and consistently Solid observations and data used as the basis for reward and recognition Fewer discrepancies between managers and employees regarding annual performance appraisals

Further Information:

For More information, or to book your course, please call us on 0800/84.009

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