

# Performance Management

## *Our flexible approach means that*

- These modules can be designed to place particular emphasis on areas important to your organisation
- Sessions will generally run for between 2 and 3 hours
- Groups can be anything up to a recommended maximum of 12
- Select a single module (or combination) as appropriate
- All 5 modules can be run as a full one day programme if this is preferred

**5 distinct programmes run as separate sessions, in-house in small groups. (1-10 employees/managers)**

**Specifically the Focus Session will cover:**

<b>PM 1</b>	<b>Overview and designing a Performance Management system</b>	Some practical discussion about what constitutes good performance management and what value does it add. Designing performance management systems that the team can commit to.
<b>PM 2</b>	<b>Conducting effective Performance Management meetings</b>	The process of the performance meeting. Skills, tips and techniques in preparing and running a good meeting, such as <ul style="list-style-type: none"> <li>• Asking the right questions</li> <li>• Listening and giving feedback</li> <li>• Dealing with difficult people</li> </ul>
<b>PM 3</b>	<b>Aligning personal performance and driving continuous improvement</b>	Looks at setting standards for future performance. How to measure it, build in 'stretch' and continuous improvement by using SMART goals
<b>PM 4</b>	<b>Developing employees</b>	Why is development important? What constitutes development and how can you get the most out of it? How do you get real change in your team?
<b>PM 5</b>	<b>Briefing employees on how to get the most out of a Performance Management process</b>	Specifically aimed at educating employees who are part of a performance management process. Explains what it is, how it works and how they can contribute positively to the process and get value from it.