

Performance Management: Managing Employee Performance



Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no. 221-27

Duration 1.00 day(s) | 6:00 hours ¹

Website link <https://pmctraining.com/training/performance-management-managing-employee-performance/>

Helping Your Employees Set and Achieve Goals

Encouraging individuals to achieve their highest potential can be a challenging endeavor. Effectively managing for peak performance involves mastering the art of creating an environment where motivation thrives and individuals exceed their own expectations. This comprehensive one-day workshop is designed to equip you with essential skills and strategies to achieve just that.

Learning outcomes

At the end of this workshop, you will be able to:

- Tools to help employees set and achieve goals.
- A three-phase model that will help participants prepare employees for peak performance, activate their inner motivation, and evaluate their skills.
- Motivational tools and techniques.
- Coaching methods and skills.

Workshop topics

Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop.

¹ The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

The Shared Management Model

To begin, participants will learn about the three-phase model that will be the focus of this course. Participants will also learn about making the employee their own internal manager.

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 tool in the performance management process.

Phase I (Preparation)

During this session, participants will explore how to prepare the employee to go beyond their best using coaching and training. We will also talk about choosing the right person for the job and setting standards.

Phase II (Activation)

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

Phase III, Part A (Ongoing Evaluation)

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

Phase III, Part B (Formal Evaluation)

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

Workshop Wrap-Up

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

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Managers who want to prepare employees for peak performance, activate their inner motivation, and evaluate their skills.