

Performance Management (Tier 1)

1 Day

Description

Performance management is a style of management designed to improve the performance levels of employees by creating and implementing performance management plans and through coaching and feedback.

Prerequisites

- None

Objectives

- ✓ Prepare to create a performance management plan.
- ✓ Create a performance management plan.
- ✓ Implement a performance management plan

Preparing to Create a Performance Management Plan **Review Organizational and Departmental Objectives**

The Performance Management Cycle
Objectives
Current Objectives
How to Review Current Organizational and
Departmental Objectives

Verify Job Descriptions and Employee Performance Cycle Objectives

Employee Feedback
Confidentiality
360° Review
How to Request Information for Performance
Appraisals

Creating the Performance Management Plan

Draft the Employee Appraisal

Performance Appraisal Forms
How to Draft the Employee Appraisal Form

Deliver Feedback to Employees

Feedback
Active Listening
Special Considerations for New Employees
How to Deliver Feedback to Employees

Create an Employee Performance Plan

Employee Performance Plan
SMART Plan
Collaboration
How to Create an Employee Performance Plan

Create an Incentive Plan

Incentive Plan
Motivators
How to Create an Incentive Plan

Create a Development Plan

Development Plan
How to Create a Development Plan

Implementing a Performance Management Plan

Collect Information

Types of Information
How to Collect Information

Create Documentation

Documentation
The Value of Documentation
How to Create Documentation

Provide Coaching and Feedback

Coaching
Deliver Feedback
How to Provide Coaching and Feedback