

### Performance Management

#### Who is this course designed for?

For managers who performance manage staff through an appraisal system and who are required to create personal development plans that enable staff to meet personal and business objectives.

#### What are the course objectives?

- Creating a role profile
- Identifying key responsibilities for the role
- Prioritising personal attributes needed
- Agreeing the Performance Plan
- Managing the measures set
- Regularly reviewing progress against objectives
- Managing under-performers
- Working to an agreed 'reward' system

#### What's in the course?

- How should we manage our most important resource?
- Is it just about an annual 'appraisal'?
- Who should set their targets?
- How can we get the best out of our staff – especially the more 'difficult' ones?
- Should we give a **bonus** to staff - just because they are one year older?
- How can we rate *success*, and move the 'bar'?

#### Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

*“Training today's **people** for tomorrow's **world**”*