



### Workshop Overview

Performance management is present in most major corporate organisations and is one of the core communication structures that exists, providing a formal occasion to give feedback and obtain direction. Not everyone enjoys performance reviews, and some employees see them as a negative occurrence and a waste of time and money. However, a well-defined process that is built on consistent constructive feedback helps the business retain talent and drive performance.



### Benefits

This workshop will give you a strong understanding of performance management best practice and help you develop techniques to deliver whole team improvements. You will learn how to manage and motivate individuals to maximise their performance and effectively give feedback.

### Outcomes & Content

- ✓ Performance management in perspective
- ✓ Benefits of performance management
- ✓ Identifying high performance behaviours
- ✓ Developing standards
- ✓ Agreeing individual and team targets
- ✓ Communicating expectations
- ✓ Monitoring, managing and measuring
- ✓ Individual needs, motivation and performance
- ✓ Appraisals & competencies
- ✓ Areas for performance improvement
- ✓ Dealing with underperformance
- ✓ Reward strategies - financial and non-financial
- ✓ Performance management in practice



### Who should attend ?

This workshop would ideally suit managers and HR professional implementing a performance management system or for those new into management and conducting annual appraisals, setting and reviewing individual's goals and objectives.

