

Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Performance Management: Managing Employee Performance

Course Overview

Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance? How do you create a motivating environment that encourages people to go beyond their best?

Course Objectives

This one-day workshop will help delegates find ways of achieving those tasks, including:

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

Target Audience

This workshop is for Managers, Supervisors or anyone moving into such a role.

Prerequisite

There are no prerequisites for this course.

Duration

- 1 Day



Course Outline

The Shared Management Model

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

Setting Goals

Next, delegates 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, delegates 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)

Delegates 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, delegates will learn about formal types of evaluations, including performance reviews.

Workshop Wrap-Up

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