

Performance Management Excellence

A Breakthrough 1-Day Workshop

Master Performance Planning, Feedback & Development

OBJECTIVE: Help your employees be the best they can. In one fast-moving day, learn how to set clear job expectations and standards, give ongoing feedback and coaching, and foster a motivating environment of continuous learning and improvement.

KEY RESULTS:

- Carry out the performance management process with confidence
- Develop effective manager/employee performance partnerships
- Get employees involved, motivated & responsible for their own job performance
- Establish clear & realistic job expectations & standards
- Maintain open and ongoing communication with employees
- Identify employee behaviors that lead to or detract from goal achievement
- Provide positive feedback to recognize effort and achievement
- Provide constructive feedback & coaching for performance improvement
- Work with each employee to prepare a written summary of job performance
- Conduct a performance development meeting to discuss & summarize results
- Work with each employee to create performance improvement plans
- Create your own personal action plan for improving departmental performance

RECOMMENDED FOR: All directors, managers and supervisors responsible for the performance management of employees.

“Excellent! A total approach to performance management, involving performance planning, feedback, coaching, summary and development. These management approaches are excellent and can be utilized in day-to-day life.”

– Suresh Shah, **Master Chemist, Playtex**

“Definitely Recommend! Will help me to carry out a well-organized process, lay out objectives and expectations up front, identify problems in real time, and coach.”

– Rosemary Knuth, **Product Development Engineer, Playtex**

“Rewarding & Valuable! Should be mandatory for all supervisory/management staff. Provided me with a valuable set of tools. Instructor was great!”

– John O’Grady, **Supervisor, Human Resources, Safety, Bristol-Myers Squibb**

“A Standard Has Been Established! This will make the process much easier for writing the large numbers of performance partnerships I have to do.”

– Sandra St. Roi, **Manager, Clairol**

“Great and Informative! David did a fantastic job of teaching the performance management program.”

– Sam Cacciabaudo, **Associate Director, Campus Network Infrastructure Bristol-Myers Squibb**

SPECIAL FEATURE: A highly interactive workshop with active role playing and true-to-life simulations, along with extensive instructor feedback and coaching.

FOR MORE INFORMATION ABOUT THIS ON-SITE PROGRAM AND OUR OTHER TOP-RATED SHORT COURSES, PLEASE CONTACT:

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