

Performance Management Business Skills

Course Length: 1-day (8:30am – 4:30pm)

Course 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.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

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

Course Content

Preparing to Create a Performance Management Plan

- Review Organizational and Departmental Objectives
- Verify Job Descriptions and Employee Performance Cycle Objectives
- Request Information for Performance Appraisals

Creating the Performance Management Plan

- Draft the Employee Appraisal
- Deliver Feedback to Employees
- Create an Employee Performance Plan
- Create an Incentive Plan
- Create a Development Plan

Implementing a Performance Management Plan

- Collect Information
- Create Documentation
- Provide Coaching and Feedback