

Core Management Series – Managing Performance Programme Overview

Summary

Managing performance is a key aspect of a line managers role and when done well improves motivation and helps people do their best work.

This workshop simplifies the topic of managing performance for anyone with line management responsibilities and increase their confidence to address underperformance.

The workshop introduces the key skills needed at each stage of the process using group exercises and scenarios and provides a simple overview and explanation of the Performance Improvement Process.

Managers will leave the workshop with a clearer understanding of what performance management involves, the skills they need and the processes they must follow.

Style and Approach

This one-day interactive workshop includes a variety of group activities, relevant scenarios, video, group work and action planning.

Programme Structure

One day

Audience

Line Managers

Group size

16 Participants

Programme Overview

Programme Topics

- What is Performance Management?
- What does performance consist of?
- What influences performance?
- The difference between can't do and won't do
- The key elements of Performance Management
- The importance of clear objectives
- PDP's and developing others
- Getting the most out of 1-2-1's
- The Performance Review process
- The Performance Improvement Process
- Improving performance using an easy to use model
- Setting performance expectations
- Completing a Performance Improvement Plan
- Where to find resources and support

Outcomes

Having attended this course, you will be able to:

- Define what performance management is and the benefits it brings when done well
- Describe the role the manager plays in enabling people to perform at their best from the day they join the team
- Explain the different elements involved in managing performance
- State the key skills needed to manage performance and practice applying these skills to a range of scenarios
- Outline the stages in the performance improvement process
- Identify where to find resources and other sources of support they may need in the workplace

How to Apply:

You can self-nominate via Oracle.