PROFESSIONAL DEVELOPMENT TRAINING

# Performance Management and Appraisals Training

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

**Performance Management is a strategic approach to ensuring the efficiency and effectiveness of an organisation. Whether at the organisational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.**

**Using practical tools like SMART goal setting, performance reviews and 360 degree feedback, you will be exposed to best practice methods to assure you can implement and manage the performance of your organisation.**

**This practical and engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.**

### What You'll Gain:

Performance Management is a strategic approach to ensuring the efficiency and effectiveness of an organisation. Whether at the organisational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.

Taking into consideration your organisation's goals, both internal and external, sets the stage to apply a performance management approach and put a plan into place. Measurement is a crucial aspect of this type of program to identifying KPI's, job roles and timelines is critical to the success of this type of project.

## Outcomes

**After completing this course participants will be able to:**

- Define performance management
- Examine how performance management works & the tools used to make it work
- Analyse the three phases of performance management
- Assess the effectiveness of each phase

- Implement effective goal setting & how to use goal setting as an integral part of performance management
- Practice giving feedback on performance management
- Interpret Kolb's Learning Cycle & discuss how to engage adults differently based on their position in the Learning Cycle
- Gain insight into the impact of effective motivation in the workplace
- Develop a performance journal & a performance plan

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# Modules

### Lesson 1: Getting Started
- Workshop Objectives

### Lesson 2: The Basics (I)
- What is Performance Management?
- How Does Performance Management Work?
- Tools
- Case Study

### Lesson 3: The Basics (II)
- Three Phase Process
- Assessments
- Performance Reviews
- Case Study

### Lesson 4: Goal Setting
- SMART Goal Setting
- Specific Goals
- Measurable Goals
- Attainable Goals
- Realistic Goals
- Timely Goals
- Monitoring Results
- Case Study

### Lesson 5: Establishing Performance Goals
- Strategic Planning
- Job Analysis
- Setting Goals
- Motivation
- Case Study

### Lesson 6: 360 Degree Feedback
- What is 360 Degree Feedback?
- Vs. Traditional Performance Reviews
- The Components
- Case Study

### Lesson 7: Competency Assessments
- Competency Assessment Defined
- Implementation
- Final Destination
- Case Study

### Lesson 8: Kolb's Learning Cycle
- Experience
- Observation
- Conceptualisation
- Experimentation

- Case Study

### Lesson 9: Motivation

- Key Factors
- The Motivation Organisation
- Identifying Personal Motivators
- Evaluating and Adapting
- Case Study

### Lesson 10: The Performance Journal

- Record Goals and Accomplishments
- Linking with Your Employees or Managers
- Implementing a Performance Coach
- Keeping Track
- Case Study

### Lesson 11: Creating a Performance Plan

- Goals
- Desired Results
- Prioritisation
- Measure
- Evaluation
- Case Study

### Lesson 12: Wrapping Up

- Words from the Wise
- Your Notebook

**Talk to our expert team**

**Phone: 1300 121 400**

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