



Performance Management

Who Should Attend?

This module is for senior managers or line managers who have to achieve their objectives through their team members.

The Key Outputs:

A highly effective process for reviewing performance.
A detailed template for improving individual and team performance.
A detailed tool for identifying development needs.

The Schedule

20th – 21st March 2012

22nd – 23rd May 2012

3rd – 4th July 2012

23rd – 24th October 2012

Kettering Park Hotel

Kettering Park Hotel

Kettering Park Hotel

Kettering Park Hotel

The Investment

£1,099 + VAT

(Excludes hotel costs)

The Agenda *(2 Days)*

Introduction and Objectives

Setting the objectives for the participants.

Setting Business Objectives

Understanding the process that links objectives to activity and capability.

Monitoring Performance

How to determine effective performance indicators that focus on the right issues.

Performance Review Meetings

How to manage one-to-one discussions. How to deal with those who under-perform and those who perform well.

Team Meetings

How to use team events to influence performance.

Training and Development

How to identify the development needs of individuals. Examining the different methods of development.

Time Management

How to prioritise and knowing when to delegate.

Personal Action Planning

How to implement the key learning points.