

Workshop Outline

Performance Management

Good performance in the workplace is critical to a company's success. But how do you define performance? This workshop shows you how to put into place processes that help evaluate and manage your employees' performance

Topics Covered

- Setting and maintaining appropriate performance standards
- Setting up the processes – from day one with induction follow-ups and weekly/fortnightly catch-ups, to quarterly KPI reviews, annual appraisals and ongoing performance development plans
- Setting goals for new employees
- Managing poor performance
- Managing misconduct and the disciplinary process

Outcomes of the Workshop

- Gives you an understanding of the fundamental elements of a good performance management system that are critical to the success of your business
- Provides an insight into how to deal with poor performance and disciplinary procedures
- Shows you how to set SMART goals – specific, measurable, attainable, realistic and timely – in terms of performance
- Enables you to create credible KPIs for each member of your team, ensuring that each team members contribution directly impacts on the success of your strategic business goals
- Helps you to put in place a low-cost employee development programme to benefit both your employees and the business
- Understanding the trial period/probationary clause in employment agreements and/or contractor agreements