

Employee Training – Performance Management Process

Employee Centric offers a Performance Management training class for *management employees* who are responsible for improving employee productivity.

Performance Management is interactive and hands-on. The class is designed for a half-day session, however, it can be modified to be offered in a full day session with more emphasis on goal setting. Participants will leave with a better understanding of how to conduct performance reviews and manage performance all year long.

Program Objectives:

By the end of the session, those attending will:

- Understand the role of the performance review in an organization
- Identify key areas for the development and content of a performance review
- Identify key skills for carrying out a successful performance review
- Consider the benefits of the review to the individual, the team and the organization
- Learn how to write effective performance reviews to avoid legal pitfalls
- Analyze and discuss the issues involved in retaining employees and creating job satisfaction

Program Outline:

- Review the Performance Management Cycle
- Skill Practice: Writing Performance Standards
- Skill Practice: Writing SMART Goals
- Coaching and Feedback – Motivational and Corrective
- Skill Practice: Conducting a Feedback Session
- Review of a Formal Performance Appraisal

How Can I Get Started?

Contact us for a complimentary consultation to find out if Employee Centric can work for your company.

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