

A two day intensive workshop for Team Leaders and Managers that gives you....

The Art of Performance Management

Objectives

At the end of this programme, participants will be able to:

- Explain the aims and benefits of conducting an effective appraisal discussion
- Confidently plan and prepare for a successful review meeting
- Agree SMART objectives with the appraisee
- Develop honest and open communications during the review meeting.
- Understand behavioural blends and how to flex your approach when working with different people
- Coach people to gain better performance
- Give and receive effective feedback

Sample Workshop Content

- Overview and benefits of appraisal
- Appraisal Discussion
- The styles and stages of learning
- Coaching and delegating for improved performance
- Exploring behavioural blends
- Practice sessions
- Action planning



Course Design

The programme includes:

- Short input sessions, discussions
- Case studies for group discussion
- Practical group / individual exercises relating to people's actual work environment
- Individual action planning to implement learning

Call us now

on 07702 110676

to discuss how this workshop could work for you

or

email: contact@martin-smith.biz

Learning Reinforcement

Prior to the course: Each participant must discuss/define specific learning objectives with their line manager – and be ready to share them.

After the course: Each participant will leave with a personal action plan to take back into the work place to implement and review with their line manager.

www.martin-smith.biz

Martin Smith 
Learning & Development