

# Managing Performance in the Workplace

## Introduction

A widespread misunderstanding regarding performance management is that it revolves around annual review meeting. In reality, effective performance management is regularly tracking progress and working toward objectives. Managing performance is a people skill set in addition to performance management systems and processes.

In order to achieve business objectives, maintain employee motivation, and be able to take the necessary action to assist employees when they face difficulties, managing employee performance is crucial. A transparent and efficient method to treat all of your employees fairly and get the best work out of them is to use business intelligence data to monitor goals and point out new opportunities.

This course will get you started on the path to learning effective performance management that consists of meeting both task and people needs. Task needs are those dealing with structure and practical strategy. People needs relate to the development and motivation of your team!

\*For the complete course content and quotation, please reach out to us at [info@irs-training.com](mailto:info@irs-training.com) or [kavitha@irs-training.com](mailto:kavitha@irs-training.com).

## Key Learning Outcomes

By the end of the course, participants should be able to:

- Describe the elements of a successful performance management system.
- Write workplace and performance expectations and standards utilizing a variety of tools.
- Utilize the Reinforcing and Redirecting feedback model for effective communication with employees.
- Describe the elements of an effective performance appraisal.
- Work with employees to define job training and career development goals.

## Duration

2 Days

## Target Participants

Senior Leaders, Senior Managers, Managers, Senior Executives, Executives, Supervisors or Line Leaders, Officers, and staff members