

## (People) Performance Management – 1 day

### **Purpose**

This course will allow delegates to understand performance management and its importance and also equip them with some simple tools and techniques to help them carry out more effective performance management.

### **Prerequisites**

None

### **Approach**

The course is highly interactive, with several short exercises and activities throughout the day.

### **Preparation**

None

### **Main Features**

- The main elements of performance management
- Goal setting (SMART goals)
- Development goals (long and short term)
- Performance appraisal
- Tools and tips for effective performance management

### **Benefits**

- Increased understanding of performance management
- Improved ability to be effective in delivering performance appraisals, setting goals and development plans for employees
- Improved ability to be effective in receiving performance appraisals, setting own goals and development plans