

# Performance Management made Easy

**Overview** This programme is about the application of best practices, principles and concepts in Performance Management..

High-level aims are to :

- Describe the key steps in Performance Management.
- Identify and consider good systems.
- Discuss and practice dealing with difficult scenario's.
- Plan for a review.
- Discuss the benefits to the organisation and you in proactively managing performance.
- Analyse the requirements of the organisation.
- Practice through simulation and feedback via a real life case study.

Interactive content with strong focus on delegate contribution and work based practical application of key learning's.

**Content** Importance of performance management  
Setting Key result areas and objectives  
Assessing competencies  
Tracking  
Performance review & responsibilities  
Personal development plan  
Ratings  
Preparing for the review  
Structure and useful questions  
Delegate Issues  
Review and Commitments

**Duration** 2 Day

**Location** Flexible



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