

Successful Performance Management

Tools for Increasing Productivity and Getting Results!



Can You Relate to the Following....?

- A feeling of dread when performance review meetings are scheduled or perhaps a feeling that you and your team are wasting valuable time with performance management processes.
- Too much useless paperwork to complete for the PMS
- Reviewing over and over in your mind what you want to say and then finding you just can't get it out as you'd planned.
- Walking away from a conversation wishing you had said something you are now finding easy to articulate?
- Inability to articulate bad news or uncomfortable feedback to your staff member who just doesn't stop talking or maybe even trouble finding the right words to say – especially when the message is unpleasant.

If so then you need to discover how to successfully manage the performance of your TEAM!

Successful Performance Management is a one day intensive workshop designed to give you all the skills you need to be able to conduct efficient, effective performance reviews that are guaranteed to increase productivity and improve both individual and team performance while maintaining a happy and healthy team environment.

You Will Discover

- How to manage and make the PMS work for you and your work team
- How to increase productivity and improve individual and team performance
- A simple and easy to follow guide to conducting the performance review meeting
- The key signals that you need to know to manage yourself effectively in uncomfortable communication
- How to identify & develop communication strategies that will work for you every time
- How to manage your emotions and the emotions of the other party in the performance review

- How to encourage and motivate your staff to peak performance (and their personal best)
- How to manage difficult and challenging situations so that everyone feels like a winner

Participant Outcomes

- ✓ Learn how to manage performance for maximum productivity and increased workplace efficiency
- ✓ Learn the simple 7 step process to conducting the successful performance review
- ✓ Understand your personal communication style and how to recognize and positively react to others
- ✓ Effectively manage difficult conversations to get positive outcomes
- ✓ Understand the importance of motivation and the role it plays in productivity, performance and a healthy workplace
- ✓ Practice and apply the **People Performance Toolbox** to most effectively use the tools, templates, inventories & self assessments provided to assist you manage performance.

Workshop Format

All of our workshops apply adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

This workshop is further supported by optional online resources including tutorials, whitepapers, articles, templates and other downloaded resources. It also comes with optional access to our online HRM specialist coach who can assist you to apply your new skills and use and/or adapt the tools you receive.

Designed For:

This course is essential for anyone who manages the performance of others. It is specifically designed for managers, supervisors and team leaders and is guaranteed to increase your effectiveness in performance management.

Price: \$395 Inc GST (1 Day)

Includes all materials & optional online components (including coaching support) as well as morning tea, lunch and afternoon tea.

Group Booking Price:

- 2 Participants 20% off RRP
- 3 and above Participants 30%

To Register:

Call us on (03) 9421 2444

Location:

All courses are conducted on our premises
3 Prince Patrick Street, Richmond Melbourne