



**Course Title:** *Setting Performance Goals and Expectations: Planning for Performance Discussions*

**Course Description**

Managers and Supervisors are responsible for guiding and influencing the performance of others so that they can meet the challenges of a constantly changing environment. By effectively planning for performance related discussions, Managers and Supervisors can establish a framework within which they can set mutual expectations, address performance issues, and help people respond to new developments.

**Goal**

The purpose of this module is to provide participants with the skills and tools to prepare for performance related discussions that increase productivity, collaboration, and achievement of critical goals.

**Learning Objectives**

- Explain how an individual's work supports the organization's goals
- Create verifiable, objective goals using specific criteria
- Recognize the challenges individuals might have in achieving their goals and develop strategies to overcome these challenges
- Prepare for focused performance management conversations to address expectation setting, poor performance, and performance evaluations

**Open to:** Managers and Supervisors

**Competencies Addressed:** Performance Management, Coaching/Counseling

**Length of Class:** Four Hours