



Course Title: *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
- List key responsibilities and help them prioritize based on organizational value.
- Create verifiable, objective goals using specific criteria
- Recognize the challenges individuals might have in achieving their goals and develop strategies to overcome these challenges
- Develop method to track performance and measure progress
- 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