

# Performance Management

Too many managers hear the term “Performance Management” and start thinking about filling out forms and web pages instead of seeing the process as an on-going business process that’s designed to maximize the productivity of the organization. In this session, managers will learn the importance of the annual performance cycle and will understand their role in each step of the process.

## PROGRAM OBJECTIVES:

- Understand the annual Performance Management process
- Understand the role of the manager at each step in the process
- Write SMART goals and objectives
- Monitor and document performance
- Rate employees against defined performance standards
- Understand compensation and other rewards (customized)

## PROGRAM LENGTH:

Half day

## TARGET AUDIENCE:

This program is designed for anyone who manages others.

## ADDITIONAL COMMENTS:

This program uses a generic performance management scenario. It is strongly recommended that the program is customized to include policies and practices that are specific to your organization.

We suggest pairing this program with either Feedback and/or Coaching.