

## MANAGE PEOPLE AND PERFORMANCE TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The **Manage People and Performance training course** provides participants with a strategic approach to ensuring the efficiency and effectiveness of a team's performance. Whether at the organisational, departmental or employee level, the goal of people and performance management is to make sure that all the business goals are being met in a satisfactory manner.

Using practical tools like the GROW model, performance planning and reviews and 360 degree feedback, you will be exposed to best practice methods to assure you can implement, manage and measure the performance of your team.

During this **Manage People and Performance** you will complete the REACH Personality Profiling tool, which will provide you with insight into your preferred communication style and how best to communicate with others. This newly found awareness will empower you with the ability to connect better with others and can provide you with an improved level of interpersonal communication and Managing People and Performance skills.

This practical and engaging training course is available now throughout Australia, New Zealand, Singapore, Hong Kong, USA and Malaysia.

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## MANAGE PEOPLE AND PERFORMANCE TRAINING COURSE OUTLINE

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### FOREWORD

Performance Management amongst your team is a strategic approach to ensuring the efficiency and effectiveness of an organisation. Whether at the organisational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner. By using coaching techniques, with a focus on developing key strengths, managers can provide staff with guidance on how to improve individual performance.

Taking into consideration your organisation's goals, both internal and external, sets the stage to apply a performance management approach with your team and put a measurable plan into place. Measurement is a crucial aspect of this type of program to identifying KPI's, job roles and timelines is critical to the success of this type of project.

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### OUTCOMES

**After completing this course participants will be able to:**

- Why performance management matters
- The manager's role in performance management
- Setting teams up for success
- Coaching for improved performance
- Monitoring and measurement of performance
- Performance Planning
- Giving feedback on staff performance
- Tips for giving positive and negative feedback
- Dealing with and managing underperformance

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### MODULES

#### Lesson 1: Getting Started

- Expectation

#### Lesson 2: Performance dependencies

- Strategic, operational, and individual goals
- Performance dependencies
- Performance as a motivator
- Reflection

#### Lesson 3: The manager's role in performance

- REACH Profile Review
- Personal Style Markers
- Adapting your management style

#### Lesson 4: Setting teams up for success

- Communicating roles and responsibilities to your team
- Playing to your team's strengths

- Reflection
- Developing strengths for improved performance
- Coaching for improved performance
- Introducing the GROW model
- Asking vs Telling
- Reflection

#### **Lesson 5: Monitoring and measuring performance**

- Defining and measuring performance for your team
- Factors that impact performance
- Performance planning
- Monitoring performance
- Reflection

#### **Lesson 6: Giving feedback on performance**

- When to give feedback
- Types of feedback
- Feedback framing model
- Tips on giving feedback
- Having performance conversations
- Reflection

#### **Lesson 7: Dealing with underperformance**

- Common performance issues
- How to manage underperformance
- Taking initial action
- Avoiding underperformance pitfalls
- Reflection

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#### **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)