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# *Performance Management*

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Performance Management is a strategic approach to ensuring the efficiency and effectiveness of an organization. Whether at the organizational, departmental or employee level, the goal of performance management is to make sure all business goals are being met in a satisfactory manner.

## **Modules**

- What is Performance Management?
- How does Performance Management work?
- Setting SMART Goals
  - Specific, Measurable Goals
  - Attainable Goals
  - Realistic, Timely Goals
- Establishing Performance Goals
  - Strategic Planning
  - Job Analysis
  - Setting Goals
- 360 Degree Feedback
  - What is 360 Degree Feedback?
  - Vs. Traditional Performance Reviews
- Competency Assessments
- Kolb's Learning Cycle
- Motivation
- The Performance Journal
- Creating a Performance Plan

## **Learning Outcomes**

The Performance Management Workshop enables the participants to understand how performance management works and the tools to make it work.



## **2 Day Workshop**

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### Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### Wrapping up

- Case Study & Activities
  - Words from the Wise
  - Review of Parking Lot
  - Lessons Learned
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