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PHOENIX TS

Performance Management Training

Course Overview

This 1-day, instructor-led course will help leaders to manage for optimum performance. This training will address:

- How to contribute to motivating work environments
- How to understand the role of goal setting in performance management
- How to use ideal tools to help employees set and achieve goals
- How to apply a three-phase model that will help prepare employees for peak performance

Course Outline

Getting Started

- Introduction
- Course objectives
- Action plans

The Basics (I)

- What is performance management?
- How Does Performance Management Work?
- Tools
- Case Study I
- Case Study II

The Basics (II)

- Three Phase Process
- Assessments

- Performance Reviews
- Case Study I
- Case Study II

Goal Setting

- SMART Goal Setting
- Specific Goals
- Measurable Goals
- Attainable Goals
- Realistic Goals
- Timely Goals
- Monitoring Results
- Case Study I
- Case Study II

Establishing Performance Goals

- Strategic Planning
- Job Analysis
- Setting Goals
- Motivation
- Case Study I
- Case Study II

360 Degree Feedback

- What is 360 Degree Feedback?
- Vs. Traditional Performance Reviews
- The Components
- Case Study I
- Case Study II

Competency Assessments

- Competency Assessment Defined
- Implementation
- Final Destination
- Case Study I
- Case Study II

Kolb's Learning Cycle

- Experience
- Observation
- Conceptualization
- Experimentation
- Case Study I
- Case Study II

Motivation

- Key Factors
- The Motivation Organization
- Identifying Personal Motivators
- Evaluating and Adapting
- Case Study I
- Case Study II

The Performance Journal

- Record Goals and Accomplishments
- Linking with Your Employees or Managers
- Implementing a Performance Coach
- Keeping Track
- Case Study I
- Case Study II

Creating a Performance Plan

- Goals
- Desired Results
- Prioritization
- Measure
- Evaluation
- Case Study I
- Case Study II

Starting at **\$1,095**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Performance Management Training**

- 1 days instructor-led training
- Performance Management Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*