

Performance

Effective Performance Management Skills

“One day programme that provides managers with skills and behaviours to enhance the performance of their staff”

What makes this course different?

This course will dispel the myth that effective performance management and annual appraisal forms have any connection. Maximising performance management demands skills and behaviours to be applied during the working week and not just once a year.

This 1 day programme uses an interactive mix of **drama based training**, skills practises and discussion to deliver a dynamic application of performance management

Participants will be actively completing reviews for over 70% of the day, This includes working with **actors** and colleagues to test, trial and consolidate enhanced behaviours and skills that make a positive difference to performance.

Participants leave with enhanced skill sets in planning and conducting performance management albeit through short weekly, monthly and full blown performance appraisals. Additionally they receive a comprehensive

Toolkit to help them at any stage in the future to apply both the structures and skills taught in the programme.

BOOKING INFORMATION

Price person: £425 + VAT

Fee includes comprehensive toolkits and updates for three years.

Excludes accommodation.

If you wish to send 3 or more participants on the same date, the price is reduced by 15%.

FOR DATES, VENUES AND TO BOOK

Phone **0870 855 5025** or go to **www.vadispeople.com**

This programme can be customised and run in house for you from £2000.

Are you selecting the right people?

Effective performance management is not easy. It is a dynamic process that demands skills that sit at the heart of good management. This programme is aimed at supporting the application of skills, behaviours and techniques for managing the performance of reporting personnel.

The end game is to provide participants with a powerful learning activity that advances their current abilities, at what ever stage they are at, so as to ensure long term improved skills and behaviours back in the workplace.

Are your daily, weekly, or monthly review discussions based on good practise?

Over 70% of managers have never received training on conducting reviews. Of those that have received training most have been taught the form filling process but not the delivery structure, style and skills that maximise the return on time invested in good performance management.

During this programme the tutor uses actors to help provide a hands on and dynamic event that enhances learning retention.

Who should attend?

Any manager or supervisor serious about improving staff performance.

What are the learning outcomes?

Advancing communication skills for conducting effective performance discussions

- Questioning skills
- Drawing out information
- Listening skills
- Giving feedback

Structured approach for professional, comprehensive performance reviews

- Preparation and planning
- Using the right leadership style
- Using an effective agenda
- Dealing with poor performance

Maximising the benefits of development plans

- How to help your staff recognise and accept development needs
- Establishing a talent assessment of your own staff
- Effective questions to draw out development needs
- Helping your staff to explore development beyond just courses
- Developing not just what your staff do but how they do it
- Contracting empowering personal development plans

From evaluation form previous programmes we have estimated an average return on investment in the region of over 2000% from attending the day