

# Managing Employee Performance

**How to bring about better performing individuals and teams**

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1 Day: CUA Ref: # 818446

## Course Overview

How can managers ensure that employees perform in the way that is needed so that planned results are achieved?

The performance conversation is a leadership skill that is a direct determinant of the effective overall performance and its integration with results achievement.

*Managing Employee Performance* is an intensive one-day program that provides a comprehensive introduction to the processes and skills of effective and motivating performance management.

This program, using a proven performance management system focuses on providing the skills to conduct effective performance conversations and equally importantly, to confidently manage those difficult situations when performance problems arise.

## Recommended For

Managers, team leaders, project managers, supervisors, or anyone who needs to achieve organisational outcomes through, or with, others.

## Benefits

### For the organisation

- Managers who can positively influence the performance of their team members; and
- An organisation where underperforming individuals and teams is reduced.

### For individuals

- An approach to employee management that is easily learnt;
- Increased confidence to manage employees; and
- Higher performing teams and individuals.

## Learning Outcomes

By the end of the one day program participants will have:			
•	Examined the role of performance management;	•	Prepared for and conducted a performance review;
•	Practised using a performance management system;	•	Practised the giving of constructive feedback;
•	Related individual performance outcomes to organisational strategic and operational plans;	•	Understood factors that may inhibit performance;
•	Explored the development of individual performance objectives – a framework for individual learning plans – and how to document a draft performance agreement;	•	Practised approaches to managing substandard performance; and

• Examined methods of monitoring performance;	• Developed an employee or team performance management plan with specific tasks, timeframes and evaluation.
• Developed a plan for recognising and rewarding performance excellence;	

## Training Methodology

This is a highly interactive and practical program in which participants will:	
• Discover systems, methods and techniques that work successfully.	• Carry out a performance review interview.
• Establish and analyse their own management style.	• Get feedback from interviewees.
• Relate the above to their personal work situations.	• Record their learning.
• Discuss and practice key skills with other participants.	

## Presenter

John Scotland consistently demonstrates why he is in demand to lead courses aimed at personal and organisational development. For more than 15 years John has assisted leaders and their teams to manage change and enhance performance through improved attitudes, innovation and communication. He is an accomplished educator, facilitator, coach and speaker who engages with his audience in ways that amplify the learning experience. John is the Principal Consultant with the Applied Innovation Centre.

Duration - Dates - Venue	Fees per person (including GST)
<b>1 day</b>	<b>\$324 CUA Members</b>
<b><u><a href="#">Click here for dates</a></u></b>	<b>\$440 Individuals</b>
St. Catherine's College 2 Park Road, Nedlands	<b>\$330 Groups of 3 or more</b>
<b>Free onsite parking</b>	<b>Lunch, morning / afternoon tea included</b>

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**Discover it, learn it, practise it, make it your own,  
then *do it for real!***

### Cancellations

No refunds will be made on cancellations received after 7 days prior to the event.

### Privacy Statement

The Applied Innovation Centre respects your right to privacy and will not provide contact details of course participants to third parties.

Results through **INNOVATION**

