

# Performance Management Workshop

Performance Management is making sure the employee and the organization are focused on the same priorities. It touches on the organization itself by improving production and reducing waste. It helps the employee or individual set and meet their goals and improves the employee manager relationship. The key in keeping an organization and employee aligned, which improves performance and productivity, is Performance Management.

When changes occur Performance Management helps the transition to be smoother and less hectic. It helps the organization and employee have a stream-lined relationship which improves communication and interactions between the two groups. It will help close any gaps that exist in an employee's skill-set and make them a more valuable employee through feedback and coaching.

## Workshop Objectives:

- Define performance management.
- Understand how performance management works and the tools to make it work.
- Learn the three phases of project management and how to assess it.
- Discuss effective goal-setting.
- Learn how to give feedback on performance management.
- Identify Kolb's Learning Cycle.
- Recognize the importance of motivation.
- Develop a performance journal and performance plan.



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

Case Study

### **Session Two: The Basics (I)**

What is Performance Management?  
How Does Performance Management Work?  
Tools  
Case Study

### **Session Seven: Competency Assessments**

Competency Assessment Defined  
Implementation  
Final Destination  
Case Study

### **Session Three: The Basics (II)**

Three Phase Process  
Assessments  
Performance Reviews  
Case Study

### **Session Eight: Kolb's Learning Cycle**

Experience  
Observation  
Conceptualization  
Experimentation  
Case Study

### **Session Four: Goal Setting**

SMART Goal Setting  
Specific Goals  
Measureable Goals  
Attainable Goals  
Realistic Goals  
Timely Goals  
Monitoring Results  
Case Study

### **Session Nine: Motivation**

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

### **Session Five: Establishing Performance Goals**

Strategic Planning  
Job Analysis  
Setting Goals  
Motivation  
Case Study

### **Session Ten: The Performance Journal**

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

### **Session Six: 360 Degree Feedback**

What is 360 Degree Feedback?  
Vs. Traditional Performance Reviews  
The Components

### **Session Eleven: Creating a Performance Plan**

Goals  
Desired Results  
Prioritization  
Measure  
Evaluation  
Case Study

## **Session Twelve: Wrapping Up**

Words from the Wise  
Lessons Learned