

# Employee Performance Management & Development



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## Objectives :

Achieving results through the efforts of others will not happen consistently by chance. Participants will be shown how to establish a structure and performance process, which will enable staff members efforts to be focused on the priorities and to promote highly productive activity

## Prerequisites:

No previous experience is required although course would suit experienced managers, team leaders and supervisors who are responsible for the management and development of individuals?

**Duration: 2 days**

**Additional Information** Course Content can be tailored to clients specific needs

## Course Outline

- The strategy and psychology of managing people
- Understanding corporate objectives and translating them into a plan of action
- Planning tools and task organisation
- Establishing the criteria: Performance indicators & standards
- Influencing human performance and achieving synergy
- Monitoring and feedback techniques
- Performance appraisal and raising the standards
- The link between motivation and performance
- Identifying and using the potential of each individual
- Delegation and encouraging self development
- Creating a change culture
- Problem solving and decision making
- Personal Action Plans

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