

## Manager/Supervisor | Training & Development Offerings

# Performance Management (1 Day)

The research shows over and over that setting goals, getting employees to commit to those goals, and supporting employees in accomplishing those goals results in increases in productivity, employee satisfaction, quality and customer satisfaction. The research also shows that when employees understand how their work helps accomplish broader organizational goals, they are more committed to achieving those goals and make better decisions and choices on their own.

Performance Management goes well beyond performance reviews - it includes:

- Setting performance expectations with employees
- Providing ongoing coaching and feedback to employees
- Recognizing, rewarding and correcting behavior and results
- Reviewing and evaluating employees' performance

### INTENDED AUDIENCE

Supervisors or managers who want to improve their ability to effectively manage the performance of their employees.

### DURATION

1 day

### WHAT PARTICIPANTS WILL LEARN

Performance Management is an interactive session that helps managers and supervisors manage the behavior and performance of their employees. Managers and supervisors attending this session will:

- Know how to work with employees to set performance expectations/goals and get employees to commit to those goals
- Be better able to manage employees' behavior and the results they produce
- Improve their ability to deliver formal and informal feedback
- Learn how to have effective performance discussions and deliver tough messages
- Be able to conduct more effective performance reviews
- Apply new skills and techniques learned to their own situation

- Understand how to effectively recognize and reward employees
- Know how to drive effective performance in their employees

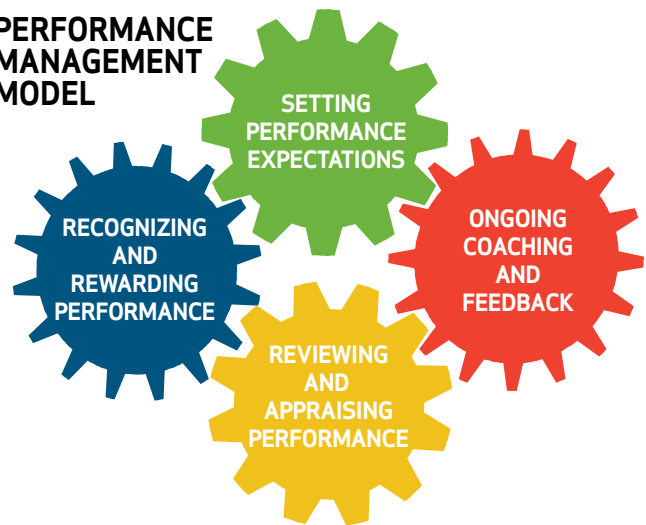
### TO REGISTER

To register for this program e-mail [BDTraining@landolakes.com](mailto:BDTraining@landolakes.com) or call 1-800-328-1341.

### QUESTIONS

Contact your Business Development Manager.

### PERFORMANCE MANAGEMENT MODEL



### AGENDA FOR PERFORMANCE MANAGEMENT

<b>A.M.</b>	<b>Program Introduction and Welcome</b>
	<b>What is Performance Management?</b>
	<b>Impact of Effective Performance Management</b>
	<b>Setting Performance Expectations</b>
	<b>Coaching and Feedback</b>
<b>P.M.</b>	<b>Coaching and Feedback (continued)</b>
	<b>Reviewing and Appraising Performance</b>
	<b>Recognizing and Rewarding Performance</b>