

Contact McCloskey Partners today to discuss your training needs at
215-716-3035 x 0 or services@mccloskeypartners.com

Performance Management

The following basic foundation and skills
for Performance Management
will be reviewed:



- How can I as a Supervisor/Manager impact performance?
- Creating the “right” environment
- Communicating in a manner that will motivate staff to do a better job
- Performance Management vs. Performance Appraisals
- Planning and preparing for the meeting (employee’s role & manager’s role)
- Setting measurable goals/holding staff accountable
- Planning & Preparing for the Appraisal
- Do the Perception vs. Reality check in... Conducting the Performance Appraisal
- Post Appraisal Follow Up
- Learning to develop “on going” performance oriented discussions
- Remember what you say can and may be held against the Company in a court of law
- What does the “right” performance review form look like for our organization?
How will this form help facilitate open and effective dialog with staff?
- Creating a measurable rating scale
- What Reviews fit the culture of our Company? 90 day, 6 months, anniversary, promotion, job transfer? Create roadmap so that reviews are easily administered

WORKSHOP FORMAT

- **Length of session:** 1.50- 2.00 hours
- **Location:** Client location or On Demand Webinar