



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



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Setting Performance Goals and Expectations

Introduction

Introduction Productive and motivated employees are those who clearly understand what is expected of them in terms of performance and behaviour.

Objectives This course has tools and methods for collaboratively establishing goals and specific performance criteria for all employees. There are tips to help you obtain commitment to the goals and methods to help you review performance goals regularly. It also includes documentation guidelines and techniques to help you get results through effective feedback and positive reinforcement.

Designed for All managers who want to be able to measure employees performance.

Duration 1 day

Topics

- Establish goals for all employees.
- Institute performance objectives.
- Identify interests of the employees.
- Set goals at the beginning.
- Review performance goals regularly.
- Continually refine goals and expectations.
- Meet with the employee to discuss objectives
- Identify behaviours needed to succeed.
- Examine performance and assure results.
- Observe performance and results.
- Provide regular feedback.
- Coach, train, and counsel.
- Conduct a summary review.

Follow-up Motivating Employees – 1 day
Building Effective Teams – 1 day

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01256 323223

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