

Effective Management of Employee Performance Training

This popular training program equips people managers to build key knowledge and skills to effectively manage employee's performance in the workplace. In addition, the program outline includes essential information in relation to ensuring procedural fairness and minimising the risk of a successful unfair dismissal complaint. Roles plays contribute to a conducive learning environment.

Who should attend: People Managers, Supervisors, Executives, HR Managers, and HR Consultants / Officers

Flexible Delivery: Our flexible approach allows for the program to be structured based on our clients' specific needs and budgetary requirements

Duration: 4 hours (includes a 30 minute break) – duration may be modified

Delivery Method: HR4Business training rooms - Level 1, 77 Yarra Street, Geelong;
Onsite at our client's premises;
Offsite at a conference centre of your choice

Program Cost: Fees are dependent upon participant numbers and program duration

Program Outline

- Setting and communicating expectations
- Managing employees on probation
- The benefits of ongoing and regular performance management
- Identifying and addressing poor performance
- Conducting performance management meetings and conversations
- Bullying and Performance Management
- Ensuring procedural fairness

Program Learning Outcomes

At the completion of the training participants will have an understanding of:

- How to effectively manage employees from the outset of the employment relationship
- The principles of effective performance management
- Techniques to conduct effective, fair and consistent performance conversations
- Why effective performance management is not bullying
- The key steps to ensuring procedural fairness and minimise the risk of a successful unfair dismissal complaint
- The important link between effective performance, organisational goals and culture

The program is interactive and includes discussion and completion of role plays and group activities.

Participants receive a program workbook containing an overview of the course content, case studies, group activities and provision for note taking.

For further information please contact HR4Business on 5222 6695