

Course Title: Effective Performance Management

Target Audience - Anyone who has to undertake staff performance reviews/appraisals

Aims of the Course:

The course outlines the performance management cycle and the Manager's role within it, including tips on giving effective feedback and handling difficult discussions.

Participants will learn:

- What performance management is and why it is important
 - What the performance cycle is
- How self-assessment and self-appraisal can help you as a Manager
 - How to give effective feedback
- How to handle difficult performance discussions – especially relating to poor performance

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| 9:00AM to 9:15AM | Introduction, welcome and overview of today's agenda |
| | What is Performance Management? Why is it important? What experiences have participants had in the past of good and bad performance management (either as an Appraiser or Appraisee?) |
| 9:40AM to 10:00AM | The Performance Management Cycle |
| FINISH: 12:30PM | Self-assessment and self-appraisals Why they are good management techniques How to use them in the performance cycle Questioning techniques |

Trainer Profile:

Shirley Robbins

An HR specialist with over 30 years' HR experience working across both private and public sectors, including 9 years in education.

TUESDAY 31 OCTOBER 2017

9:00AM – 12.30PM

£140 PER PERSON

£70 PER PERSON (HET)

LOCATION:

**BEECHWOOD JUNIOR SCHOOL
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SOUTHAMPTON
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ENQUIRIES:

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