

Framework for Success: Performance Management Appraiser Training

Framework for Success involves linking an organization's strategic goals to individual employee performance.

This course is designed to help managers understand their roles in the organization's performance management system. This course is highly customized for each organization. It combines our proven performance management framework with your existing Human Resource systems.

Learning Objectives

- Understand the need for alignment of individual goals and organizational goals.
- Understand the employee's role in the performance management process.
- Understand the manager's coaching and counseling role.
- Develop effective performance measurements and action plans that align with the organization's goals.
- Gain ability to complete the organization's performance management documentation.
- Learn a four-step interaction map for sessions with employees.

Audience

All managers within an organization should complete this class as part of the *Framework for Success* program implementation.

Course Outline

- Organization vision, mission, strategy, philosophies and values
- Relationship between mission and individual performance
- Appraisee roles/goals
- Appraiser roles/goals
- Performance planning
- Writing effective performance measures
- Key focal points
- Competencies/work characteristics
- Opportunity management
- Performance levels
- The assessment tool
- Interaction map for session with employees
- Cross-functional team involvement

Program Format – 4 Days

This four-day workshop is designed to provide managers with the skills they need to handle their roles and responsibilities in the performance management system. This goal is accomplished through review, group exercises, examples, and videotaped role-plays. The maximum class size is 20, but for optimum results 12-16 participants is ideal.