



DELEGATION TO MOTIVATION

INTRODUCTION

This training is specifically designed for anyone responsible for evaluating and/or managing others work output. The content listed below would cover a two day programme but can be tailored to an individual requirement.

See also: **Managing Appraisal**

DESCRIPTION

What will the training cover?

The Value of Performance Management

Definitions and benefits, common reasons for underperforming, exploring role of manager as coach.

Setting Clear Expectations and Objectives

Setting SMART targets, agreeing standards, communication and vision.

Managing and Motivating for Individual Performance

Performance types and approaches, leadership styles, understanding the link between performance and motivation, tips to keep staff interested and motivated.

Improving and Developing Performance

Praising good work, identifying weakness and dealing with them, The Performance coach, collecting evidence, providing clear feedback, encouraging self review.

Managing Under Performers

What is poor performance? Challenging behaviour, assertiveness, fairness and calmness.

Personal Development

Individual action plans

OBJECTIVES

What you will learn:

- Understand the relationship between performance management and results
- Set and monitor appropriate performance targets
- Monitor and measure performance against an agreed standard
- Understand and manage skills gaps
- Confidently deal with performance issues and turn them around
- Run effective review meetings
- Give formal and informal motivational feedback