

Performance Management

Performance Management provides supervisors and managers with a proactive approach to performance management through a process called the Performance Management Cycle. Managers will learn to set clear expectations with employees, as well as deliver performance feedback and objective evaluations through the three stages of the Performance Management Cycle: Planning, Feedback, and Evaluation.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0.5 ; ICB: 0
Prerequisites	None, although previous experience conducting performance evaluations is helpful
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Any supervisor or manager who has responsibility for direction, documenting and evaluating employee performance.

Learning Objectives

After completing this course, students will be able to:

- Identify the stages of the Performance Management Cycle
- Write clear, concise performance objectives
- Communicate expectations and monitor employee progress
- Provide timely formal and informal employee feedback
- Write fair and effective performance evaluations