

OPTimizing Performance

OPTimize your workforce through a new approach to managing performance

Overview:

Today's workplace is no longer organized around a static chain of command. It is a fluid place in which staff are assigned to one project and then the next. Employees are shared resources. Managers no longer "own" employees, but are still expected to manage them. Work is accomplished through a matrix of projects and work teams. To remain effective in their roles managers must provide staff with frequent and substantive feedback.

Conventional performance management systems may hinder innovation and productivity but there are three things every manager can do to **OPTimize** their workforce. **OPTimizing** your staff means **O**bjective setting, **P**erformance management and **T**raining and development.

Focus Areas:

- The difference between performance management and performance appraisal
- Setting and communicating objectives
- Aligning organization and employee goals
- Providing "remarkable" feedback
- Conducting a productive performance appraisal feedback session

OJI – On the Job Impact:

This workshop examines effective performance management by focusing on:

- The role effective objective setting plays in employee and organizational improvement.
- The need for objective documentation of good and bad performance.
- The critical importance of continual feedback and effective communication.
- The employees' need to understand how their responsibilities relate to organizational goals.
- Objective and consistent performance measurement.

Who will benefit:

Everyone who has responsibility for coordinating and maximizing the work of others, whether it be a department, project team or workgroup will benefit from this workshop. Aligning this method of performance management throughout an organization assures consistent application of rewards and compliance. It speeds the development of products, managers and enhances profitability.