



## Performance Management Made Easy

For managers, documenting and sharing performance outcomes with employees is essential. This session will go through the specifics of your organization's performance management system – including metrics, timing, and expectations and offer the opportunity to brainstorm or troubleshoot any issues supervisors currently have.

Participants will also get the chance to practice clear communication skills during appraisal discussions. Also practiced is effective, legal documentation and communication of employee performance.

### Outline

#### **Performance Management Overview**

- The purpose and history of the appraisal process
- Review and analyze specific organizational approach to performance management
  - Why it's structured the way it is
  - Questions and discussion on areas where additional help is needed
- The partnership between HR and people leaders

#### **Effective Communication**

- The importance of clear, honest feedback –or feed-forward- information
- How and when to have feed-forward conversations about performance
- Ensuring 2-way communication
  - Communication Role Plays/Group activity

#### **Effective Documentation**

- The legalities of performance management documentation
- What and when to capture behavioral information
- Use HR as a resource
  - Documentation Group Activity

#### **The Future of Performance Management**

- How to engage and share feedback with newer generations of workers
- Developing a continuous feedback approach with your team

### Outcome:

Participants will learn the internal mechanics of the organization's performance review process, understand the importance of clear communication and documentation, and get the chance to practice both skills with the larger group.