

# Performance Management for Appraisees

## Introduction

Performance management is not just the responsibility of managers - everyone in an organisation should actually manage and develop their own performance and support others in doing the same. In this course we look at what performance management is, why it exists and the benefits. We will also look at measuring performance, the associated responsibilities and developing ourselves and each other.

This course looks to equip people with essential skills, approaches and tool box for understanding and implementing the performance management process, plans and responsibilities.

## Objectives

By the end of this course participants will be able to:

- Explain what is performance management and why it is vital within their organization?
- Explain what their role is in developing their own performance
- Successfully prepare for their annual and any other performance reviews
- Explain the coaching process in relation to their performance management and how they should participate in it

## Content

A sample of what is covered includes:

### What is Performance Management

- What do we mean by performance?
- Responsibility for getting the best results
- Performance not personality
- Structuring expectations
- Importance of planning
- Day to day performance management vs. the big appraisal build up

### Challenges of Performance Management

- Trainer lead discussions to establish what performance management is and its challenges
- Why is performance management so hard?
- Performance management in context with Premier Oil and our role
- Barriers to making performance management work
- Team exercise to identify barriers

### How it works

- What makes Performance Management work well? Team review
- Our responsibilities - cards exercise to identify what we should and should not do
- The importance of evidence vs opinion
- What is good evidence? - quiz exercise

- How to prepare and collate support material, evidence and feedback (detailed records) - Achievements, positive feedback & impact on the business and profitability

### Setting Objectives and Targets

- Goals and objectives to meet our performance management targets
- Obstacles and how to find innovative solutions
- Values discovery, and ensuring goals align to them
- Setting objectives using the Johnson Method™
- Effective and practical exercise and tool to guarantee setting effective objectives

### Performance Management Meeting Preparation

- How to set personal objectives for the meeting
- What you should do other than form fill to prepare for the meeting
- Right attitude
- Preparing questions
- How to listen effectively
- Constructive feedback
- Positive thinking
- What to do if you don't agree
- Exercise on getting ready for your review

### What is coaching in relation to performance management?

- What is coaching? An exploration of how it works
- The goals of coaching linked to performance management
- When should it come into play throughout the year in relation to performance management?
- How it can help us achieve our PM targets
- Our role throughout the process
- Individual and group discussion and exercise to identify what we need to do
- Keeping the right coaching records

