

Manage People and Performance

This three-hour workshop will help you teach participants how to:

1. Recognize the importance of having a performance review process for employees.
2. Know how to make performance appraisals a cooperative process.
3. Make the performance review legally defensible.
4. Know how to monitor an employee's performance
5. Know the process in disciplining an employee
6. Know how to effectively fire an employee

Introduction and Course Overview

You will spend the first part of the workshop getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Formal Evaluations

Participants will learn about what a formal evaluation is and explore some of the causes of poor performance.

Performance Review Problems

This section explores the common problems that both employers and employees dislike about performance reviews.

About Performance Reviews

This will expand on the previous section and outline what should happen during a performance review. It also discuss how an employee can prepare for a performance review and how

Monitoring Performance

Participants will be given some tools they can use to monitor employee performance.

Discipline

Outlines the four steps of a common disciplinary process and offers a checklist for managers to use before taking action.

Termination

This section discusses tactics managers can use should an employee need to be removed from their job.

Exit Interviews

Participants will learn the basics of what an exit interview is designed to cover and can read over a sample exit interview questionnaire.

Workshop Wrap-Up

At the end of the workshop, students will have an opportunity to ask questions, fill out a personal action plan, and complete a workshop evaluation.