

Performance Management: Planning, Guiding and Evaluating Employee Performance

Important! To fully benefit from this workshop, participants should bring copies of their own job description as well as the job descriptions of two current direct reports.

Presented by Jane Petrick, Ph.d.

Author of "Making the Connection: Getting Work to Work"

Wednesday, August 6, 2008

9:00 a.m. - 5:00 p.m.

Economic Opportunity Family Health Center
700 S. Royal Poinciana Blvd., Suite 300
Miami Springs, FL 33166

AGENDA

Morning

- I. The Three Step Performance Management Process
- II. Step 1 - Planning Performance: Setting Objectives the *SMART* Way
- III. Step 2 - Guiding Performance: Progress Reviews and Ongoing Coaching

Afternoon

- IV. Step 3 - Evaluating Performance: Planning for the Evaluation
- V. Step 3 (con't) - Conducting the Evaluation Interview
- VI. Managing Performance Deviations: Formal Performance Improvement Plans
- VII. Evaluation and Adjournment