



Performance Management for Managers Training Program

Program Overview

Effective performance management is key to driving employee success and organizational growth. The Performance Management for Managers Training Program is designed to equip managers with the skills and strategies needed to inspire high performance, provide constructive feedback, set clear goals, and foster a culture of accountability. This program covers all essential aspects of performance management, from planning and goal-setting to coaching and addressing performance issues, enabling managers to lead their teams with confidence and impact.

Program Objectives

By the end of the program, participants will:

- Understand the fundamentals and importance of performance management.
- Learn to set clear, measurable goals that align with organizational objectives.
- Develop skills to provide constructive feedback and conduct effective performance reviews.
- Master techniques for coaching employees to reach their full potential.
- Gain strategies to handle underperformance and address challenging performance issues.

Who Should Attend

This program is ideal for:

- New and experienced managers seeking to strengthen their performance management skills.
- Team leaders responsible for driving team productivity and engagement.
- HR professionals supporting managers in the performance management process.
- Supervisors looking to foster a culture of continuous improvement and accountability.

Program Content

Module 1: Foundations of Performance Management

- The role of performance management in organizational success
- Key components of an effective performance management cycle
- Setting expectations and establishing a culture of accountability

Module 2: Goal Setting and Alignment

- Techniques for setting SMART goals that align with organizational objectives
- Communicating clear performance expectations
- Aligning individual goals with team and company priorities

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Module 3: Providing Constructive Feedback

- Frameworks for delivering feedback in a positive, constructive manner
- Strategies to make feedback continuous and effective
- Building trust and encouraging open communication in feedback discussions

Module 4: Performance Reviews and Appraisals

- Preparing for and conducting meaningful performance reviews
- Structuring appraisal meetings for balanced, actionable outcomes
- Documenting performance and setting future development goals

Module 5: Coaching for High Performance

- Principles of effective coaching and mentoring
- Identifying strengths and areas for growth in employees
- Techniques to motivate, inspire, and empower team members

Module 6: Managing Underperformance

- Identifying and addressing the root causes of underperformance
- Strategies for having difficult conversations with empathy and clarity
- Developing improvement plans and following up effectively

Module 7: Building a Continuous Improvement Culture

- Encouraging a growth mindset and fostering a feedback-rich environment
- Recognizing and celebrating high performance
- Tools for tracking progress and measuring the impact of performance management

Delivery Format

The program is offered in two flexible formats to suit participants' needs:

In-Person Workshop: Interactive on-site sessions with real-time feedback, role-playing exercises, and group discussions.

Virtual Live Sessions: Instructor-led online sessions, allowing remote participants to engage and collaborate in real-time.

Self-paced e-learning

Course Materials

Participants will receive:

- A comprehensive workbook covering all modules.
- Performance management templates, tools, and checklists.
- Access to self-assessment tools and performance planning resources.
- Supplementary reading materials for deeper learning.

Program Duration

In-Person Workshop: 2-day intensive workshop with hands-on practice.

Virtual Live Sessions: 2 day immersive learning with 4 weeks access to the learning management system.

Certification

Upon successful completion, participants will receive a Certificate in Performance Management for Managers, validating their expertise in driving high performance and managing teams effectively.

Enrollment and Fees

Program Fee: NGN785,000 per participant (In-Person and Virtual Live Sessions) | NGN485,925 (Self-paced E-learning)

For group registrations, corporate training options, or more information, please contact our admissions team at info@hrondeckservices.com or call +2349044642114
