

Integrating Performance Development Workshop Series

Program Objectives:

- Understand the importance of regular performance reviews
- Follow a step-by-step process to establish and maintain an annual performance review cycle for your employees
- Establish a climate conducive to productive performance reviews
- Start and maintain positive communication about work expectations vs. work performance
- Learn how to write concise position descriptions
- Understand the importance of including competencies in position descriptions, and how to assign responsibilities based on defined levels within those competencies
- Learn how to organize and write group objectives
- Learn the importance of measuring tools
- Help your employees prepare for performance reviews
- Learn how to prepare for and conduct effective performance reviews
- Reduce anxiety by following a step-by-step process
- { your specific objectives here }

Workshop activities include:

- Presenting theory and discussing the broad applications of the process
- Introducing and demonstrating useful tools and techniques
- Practicing skills - analyzing, problem-solving, and role-play in groups
- Reflecting on and planning for applying new skills at work



The Integrating Performance Development Workshop Series

consists of six interlocking modules and is designed to appeal to managers and business owners that want to implement a structured planning and performance system as a result of growth. Participants are led through a clearly-defined series of steps and will prepare themselves to implement their plan. Practical techniques and models are used to simplify and create a rational, forthright process. Participation of management teams is encouraged.

Schedule your workshop today!

Call **902-405-3411** or email
mail@daleyprogress.com.