

# € TRAINING

Effective Performance Management



17 - 21 March 2025  
Vienna (Austria)



# Effective Performance Management

REF: H140 DATE: 17 - 21 March 2025 Venue: Vienna (Austria) - Fee: 6000 Euro

## Introduction:

This training program delves into strategies for managing and enhancing employee performance, focusing on setting clear goals, providing constructive feedback, and fostering a culture of accountability. It empowers participants to implement effective performance management practices that drive organizational success.

## Program Objectives:

By the end of this program, participants will be able to:

- Establish clear performance expectations and goals.
- Utilize performance metrics and evaluations effectively.
- Provide constructive feedback and manage performance issues.
- Develop and implement performance improvement plans.
- Foster a culture of continuous feedback and development.

## Targeted Audience:

- HR Managers.
- Performance Managers.
- Team Leaders.
- Supervisors.
- Organizational Development Specialists.

## Program Outline:

### Unit 1:

#### Setting Performance Expectations and Goals:

- Defining performance standards and objectives.
- Aligning individual goals with organizational strategy.
- Communicating expectations clearly to team members.

- Developing SMART Specific, Measurable, Achievable, Relevant, Time-bound goals.
- Case studies on goal setting and performance alignment.

## Unit 2:

### Performance Metrics and Evaluation:

- Identifying key performance indicators KPIs and metrics.
- Implementing performance appraisal systems.
- Conducting fair and comprehensive performance evaluations.
- Using data to assess and improve performance.
- Best practices for performance documentation and reporting.

## Unit 3:

### Providing Constructive Feedback:

- Techniques for delivering effective and constructive feedback.
- Balancing positive reinforcement with corrective feedback.
- Handling difficult conversations and performance issues.
- Encouraging open communication and employee engagement.
- Strategies for fostering a growth mindset.

## Unit 4:

### Performance Improvement Plans:

- Developing performance improvement plans PIPs.
- Setting actionable goals and timelines for improvement.
- Monitoring progress and providing ongoing support.
- Addressing performance gaps and implementing corrective actions.
- Evaluating the effectiveness of performance improvement initiatives.

## Unit 5:



### Building a Culture of Continuous Feedback and Development:

- Encouraging a culture of regular feedback and continuous learning.
- Implementing coaching and mentoring programs.
- Leveraging technology for performance management.
- Recognizing and rewarding high performance.
- Strategies for sustaining and enhancing a performance-driven culture.