



**COURSE CODE: S14115**

## **MANAGING EMPLOYEE PERFORMANCE**

### **TRAINING OUTLINE**

This seminar provides line managers, support staff, supervisors and board members with insights and practical approaches to managing the performance and productivity of their teams and direct reports.

Practical topics covered during the evening include:

- Setting performance expectations
- Linking performance to business objectives
- Conducting performance appraisals
- Conducting regular performance reviews
- Providing performance feedback that motivates staff
- Approaches for dealing with poor performance
- Effective use of the disciplinary and grievance procedures

### **TRAINING OVERVIEW**

**Delivery Mode:** Seminar

**Contact Hours:** 2.5

**Completion Certificate:** No

### **PARTICIPANT PROFILE**

This seminar is suitable for managers and leaders in SME and Micro Enterprises.

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