

Core Skills Programme

Performance Through Engagement

Course Outline

Introduction

To familiarise delegates with Company ABC's PDR process, to ensure understanding and confidence using the form and conducting the review and know how it fits in with Company ABC's strategy and other initiatives/programmes.

For

Anyone who manages a salaried member of staff and is required to undertake a performance review on a member of staff.

Objectives

- Understand Company ABC's emphasis on PDR, Values, People Success Factors, the Power of Engagement and reward and how they are linked.
- Understand the benefits of a PDR and the process.
- Understand and be able to complete all sections of the PDR form accurately and confidently and be able to make an accurate rating of jobholders based on the information.
- Take a coaching approach to the PDR, and demonstrate the relevant skills in the review meeting.
- Be confident dealing with difficult conversations and situations.
- Identify strengths and development needs with regard to the PDR process and which actions could be taken to further improve skills.

Duration

This is a two day event.