

Planning for Performance Discussions™

Purpose

The purpose of this module is to help participants prepare for performance-related discussions with employees that lead to increased productivity, collaboration, and achievement of critical goals.

Process

During the module, participants complete a variety of individual and group activities, skills practices, video segments, and large group discussions that explore the following topics:

- The role of the performance leader
- Supporting organizational goals
- Key actions for planning for performance discussions
- Planning for rough spots
- Tracking performance
- Action planning

Payoff

At the end of the module, participants will be able to:

- Describe the role of the performance leader.
- Explain how an individual's work supports the organization's goals.
- Demonstrate a set of key actions for planning for performance discussions.
- Create measurable, objective goals using specific criteria.
- Recognize the challenges individuals might have in achieving their goals and develop strategies to overcome these challenges.

Key Content

The Key Actions for Planning for Performance Discussions

1. List key responsibilities.
2. Rate each responsibility based on organizational value.
3. Prioritize responsibilities.
4. Set measurable goals for high priority responsibilities.
5. Plan for data collection.

Typical Time Investment

Time commitment Varies. Please discuss with your certified AchieveGlobal facilitator, or the authorized Distribution Partner. (4 Hours)



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Authorized AchieveGlobal Distribution Partner:

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