

# Managing Employee Performance

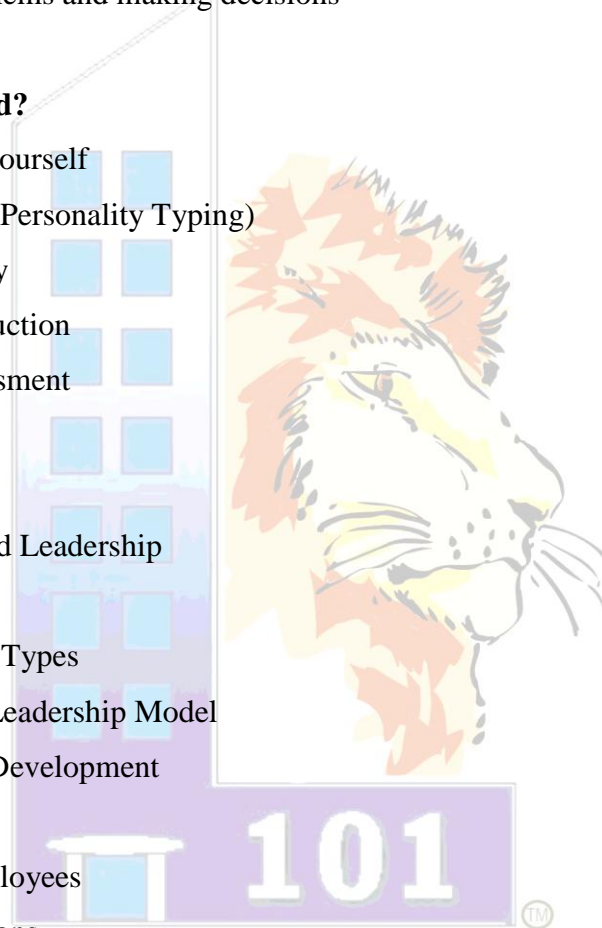
This *two-day* workshop is for supervisors who wish to better understand themselves and others through completing and interpreting personality typing, to develop their problem solving and decision making skills, and to explore performance management issues.

## Workshop Benefits:

- Develop useful techniques for setting and achieving goals
- Apply and interpret personality typing
- Use the results of personality typing to improve communication and team building
- Understand the roles of a leader and how to fulfill them
- Identify the stages of team development and use appropriate strategies for each stage
- Solving problems and making decisions

## What Will Be Discussed?

- ✓ Understanding Yourself
- ✓ Typology (AKA Personality Typing)
  - Typology History
  - Typology Introduction
  - Individual Assessment
  - Keywords
  - Teamwork
- ✓ Temperament and Leadership
- ✓ A Lighter Look
- ✓ Talking to Other Types
- ✓ The Situational Leadership Model
- ✓ Stages of Team Development
- ✓ Building a Team
  - Hiring New Employees
  - Interview Questions
  - Standards
  - Learning Curve
- ✓ Managing Performance
  - Positive Feedback
  - Constructive Feedback
  - Accepting Criticism



# Managing Employee Performance

- ✓ Problem Solving
  - Problem-Solving Basics
  - The Problem Solving Process
  - Barriers to Solving Problems
- ✓ Performance Management
  - The Shared Management Model
  - Good Feedback
  - Preparing for Feedback
- ✓ Coaching
- ✓ Performance Documentation
- ✓ FAQs about Performance Reviews
- ✓ Looking Ahead

