

# Performance Management

All meetings and dialogues that fall into the category of "Performance Management" have one thing in common: information needs to be exchanged and commitments need to be made in a very short period of time. With some practice, you will be able to manage employee review sessions, goal meetings and development meetings much more effectively. In this workshop, you will learn to use meetings as an essential leadership tool.

## Key objectives

- Experiencing the effect you have during staff reviews
- Leading conversations in a more targeted and serene manner
- Handling emotions during meetings and dialogues
- Making productive use of resistance during conversations
- Managers address criticism clearly and unambiguously
- Well-defined structures for meetings and well-defined setting
- Understanding the relevance of good goals in goal meetings

## Course content

- Goal-driven leadership
- Feedback and evaluation
- Preparing and structuring meetings
- Employee review sessions
- Goal meetings
- Development meetings
- Delivering negative feedback
- Shaping the setting: room, time, duration, seating arrangement
- Who asks, leads! Leading and guiding conversations
- Delivering bad news
- Conversations that get to you

## Who should attend?

Managers who want to guide meetings and review sessions as part of a performance management system and who want to increasingly use them as a major leadership tool. Managers who want to learn more about their employees and who want to establish an active and a mutual feedback process with their employees.

## Your benefit

You will be well prepared for your upcoming meetings and you will be able to exchange your perception of the given situation with your employee's point of view in a very short period of time. Emotional reactions or rejection by your employees will no longer be a factor of insecurity to you because you will have practiced how to handle these situations. You will be able to build your leadership activities on the results of these sessions throughout the entire year, which will make your life much easier.

## Methodology

- Introductory presentations
- Knowledge exchange among attendants
- Practical role-play
- Group discussions to round off all activities
- Practice and feedback in learning groups
- Reflection on personal learning experiences and long-lasting practical application of lessons learned
- Intensive work on participants' personal questions

## Organisation

- Maximum number of participants: 12
- This workshop can be booked as an in-house event.
- Duration: 3 days
- A, D, CH & CEE-Countries

*"Until now, employee review sessions consisted of a tedious questionnaire I had to fill out. From now on, I will use employee review sessions as a leadership tool."*

Participant quote