

MANAGING PERFORMANCE

INTENSIVE HALF DAY WORKSHOP

Build confidence and gain tools to effectively manage your employee's performance throughout the employment lifecycle.

BespokeHR



“THE KEY TO LEARNING IS FEEDBACK. IT IS NEARLY IMPOSSIBLE TO LEARN ANYTHING WITHOUT IT”

– STEVEN LEVITT



The Managing Performance half-day workshop focuses on building a feedback culture within your team. Flexing the feedback muscle and feeling comfortable in having conversations will help you to develop and improve the performance and capability of your employees, and where required manage formal performance management processes.

This interactive workshop will help to build your confidence and encourage addressing performance issues early. For those occasions where it can't be avoided, we will share with you your requirements under Fair Work to formally manage performance processes.

NOTE: *This workshop can be partnered with the Managing Your Employee Experience workshop to make a one-day program.*

THE PROGRAM IS STRUCTURED TO APPEAL TO A WIDE RANGE OF PARTICIPANTS:



Anyone responsible for leading the performance of employees



Entry-level HR employees looking to increase their knowledge in managing performance effectively.

DEFINE. ATTRACT. MANAGE. GROW.

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ABOUT THE PROGRAM

“If you take care of your employees, they will take care of your clients”

– Sir Richard Branson

Participants will cover a range of skills, knowledge, and the benefits associated with managing performance and providing timely and effectively feedback throughout the employee lifecycle.

By the end of the workshop participants will know how to confidently lead an effective feedback discussion, and clearly articulate areas for improvement or development.

The workshop will focus on practical skills to gain a better understanding of Fair Work requirements for formal performance management processes.



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WHAT TO EXPECT ON THE DAY

PRE-WORKSHOP ACTIVITY

- Pre-workshop survey (approximately 10 minutes) on performance management experience and challenges

WORKSHOP SUMMARY

- Setting a performance improvement and feedback culture
- Building feedback rhythms right from the start (probationary reviews)
- Enhancing or implementing an effective Performance Development Program
- “See something, say something while it’s small!”
- Performance Development/Improvement vs. Performance Management
- Effective management of underperformance and misconduct
- Fair Work requirements, procedural fairness and workplace investigations.

POST-WORKSHOP ACTIVITY

- Action learning activity to support the transferring and embedding of learning back into the workplace.
- Participant to develop a personalised action plan to prioritise and implement skills and knowledge gained from workshop learnings

CHECK-IN CALL

- Check-in call post workshop with the Program Facilitator
- Focus of the call is to check in on the progress of the participant’s Personal Action Plan.

READY TO BOOK IN?

To secure a place in this half day workshop before we fill the limited spots we have available, email admin@bespokehr.com.au