

## Course Synopsis

### Performance Development – invest in your business by investing in your people.

Course Outline	A full day course to develop skills which will enable delegates to work with individuals in their team to develop skills, boost motivation and morale and improve productivity.
Objectives	Talking to your people is essential. Being able to motivate by developing the individuals in your team is of benefit to everyone involved and to the business. The day aims to put a structure to the development, help managers build a positive and professional relationship with all team members, nip problems in the bud, delegate effectively and raise overall performance.
Topics	<p>Trainer led group discussion, practical exercises and comprehensive delegate notes</p> <ul style="list-style-type: none"> <li>• Performance development process – what to do and when</li> <li>• Performance review meetings</li> <li>• Setting development objectives, including behavioural ones.</li> <li>• Monitor and review progress</li> <li>• Delivering criticism in a positive manner</li> <li>• Managing expectations – not everyone can be trained in everything.</li> <li>• Succession planning – making the most of your home grown talent.</li> </ul>