

Evaluating Employee Performance



Utilize several strategy suggestions to help improve employee performance evaluation results.

Course Objectives

- Utilize several strategy suggestions to help improve employee performance evaluation results.
- Generate periodic performance appraisals to document performance results and enhance future performance.
- Assess employee performance continually and deliver timely, helpful feedback.
- Address employee performance problems, develop improvement plans, and monitor progress, and remove poor performers (if necessary).

Course Specifications

 CPE Credits 8

 Training Format
Virtual-Live

 Length 1 Day (8hs)

 Modules 9

\$1,095 USD
Virtual-Live | Instructor Led

* **Intended for** Change leaders, Project managers, Change management practitioners, Continuous improvement specialists and IT professionals.

Agenda

▾ Module 1 | Introduction And Overview

▾ Module 2 | Why Do We Evaluate Employee Performance

- Understand the impacts of effective employee evaluation on employee satisfaction. Learn how to analyze and utilize the OPM model as a part of performance evaluation.
- Understand the evaluation process necessary to gauge an employee's contribution to the organization.

▾ Module 3 | Setting Performance Expectations

- Learn to set performance expectations that employees understand.
- Help employees understand their own progress toward mastery.
- Understand how to utilize employee goals using the SMART criteria and reach mutual understanding of performance expectations.
- Identify criteria to align employee performance with strategy and set goals.

▾ Module 4 | Assessing Employee Performance

- Differentiate performance from documented expectations and goals.
- Learn how to utilize performance standards to gauge task performance.
- Learn how to utilize outcome metrics to gauge goal performance.
- Identify performance gaps and determine the potential sources and reasons.
- Learn assessment considerations for an effective feedback discussion.
- Learn how to guide employees to work-related learning to help them and the organization.

Course Materials

As a course participant, you will gain access to:

- The program workbook and handouts (if available)
- Two-year access to our training platform, where you'll be able to revisit course materials and presentations
- Early access to whitepapers, videos, webinars, and blogs

Credits

Credits from the following organizations are available by completing this program:



Module 5 | Delivering Performance Feedback

- Understand the importance of providing employees with valuable feedback.
- Specify factors in creating feedback that have the most impact on performance.
- Enhance methods in delivering feedback in a constructive conversation.

Module 6 | Addressing Performance Issues

- Learn how to handle poor performers in the organization.
- Identify the steps for dealing with a poor-performing employee.
- Know how to deal quickly in mitigating the effects of a poor performer.

Module 7 | CASE STUDY: Removing a Poor Performer

Module 8 | Rewarding Employee Performance

- Understand how you can enhance engagement by rewarding good performance.
- Recognize ways to tailor your reward structure to your employees.
- Identify ways to create a transparent rewards process that employees believe is fair, predictable, and achievable.

Module 9 | Rewarding Employee Performance

- Understand how to drive employee development through performance evaluation and treat employee performance on an individual basis.
- Assess and utilize your Performance Management Checklist efficiently as a tool for improved performance.
- Identify key drivers to evaluate employee performance.

Program Benefits

✓ Get your training via Flexible Learning Options

Explore our performance-focused training and certification paths in virtual-live, on-demand, or in-person settings. No matter your chosen format, engage with peers, join focused sessions, and more.

✓ Develop a Comprehensive Skill Set for Your Desired Area

Our programs cover strategy, planning, and execution. With over 20 years in the public sector, we guarantee your team excels in decision-making and gains sector-specific expertise.

✓ Deliver Efficient Solutions for Your Agency

Elevate your performance management capabilities to enhance project efficiencies and provide performance-based solutions to citizens.

Bring Performance Institute Training and Certification On-Site to Your Organization

Empower your team with the Certified Government Performance Manager (CGPM) program from The Performance Institute. Gain the expertise to lead performance management initiatives within your organization effectively.

Our program offers two certification options: **a standard certificate with a brief examination and an advanced certificate involving a capstone project. With the advanced certificate, you'll tackle a real-world project from your agency, applying course concepts and receiving expert feedback.**

Upon certification completion, you'll earn both professional distinction and academic credit. The Performance Institute is accredited by the National Association of State Boards of Accountancy (NASBA).

Customize the CGPM program to meet your organization's unique needs. On-site training for groups of seven to 30 ensures optimal utilization of your training budget. Our subject matter experts will collaborate with you to identify specific organizational requirements and tailor the training accordingly.

Interactive exercises based on real-life examples from your organization foster an engaging learning environment while delivering immediate ROI on your training investment. Address specific challenges and align session curricula with your objectives seamlessly.

For more information on bringing Performance Institute Training on-site to your organization, **call 1-877-992-9521 or email info@performanceinstitute.org.**

Performance Institute is registered with NASBA as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on course acceptance for CPE credit. Submit complaints regarding registered sponsors to the National Registry of CPE Sponsors via its website: www.learningmarket.org.

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** Additional group and individual discounts may be available. Contact us for more information.*

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