

Performance Management

Course Description: This course will provide participants with a proactive approach to performance management. By focusing on setting clear expectations, specific performance feedback and objective performance evaluations, this course will help managers avoid many common performance problems.

Audience: Any supervisor or manager who has responsibility for directing, documenting and evaluating employee performance.

Objectives: At the conclusion of the program participants will be able to:

- Write performance objectives based on measurable criteria and standards
- Communicate clear performance and behavior expectations
- Objectively observe performance
- Provide feedback to employees and document the conversations
- Prepare and conduct the performance appraisal.

Delivery Options: This course can be delivered in the classroom and is also a [self-paced online course](#).

Please Note: *Performance Management* is printed on demand as ordered. The Participant's Handbook(s) and Trainer's Guide may not be returned to ABA.

Participant's Handbook (c) 2006

Catalog #3003824

\$70 List Price

\$45 Member Discount

Trainer's Guide

Catalog #3003825

\$135 List price

\$95 Member Discount

For more information about this product, please contact the Education Department at (501) 376-3741.