

Performance Management

Online Distance Learning Course



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Tel: 01642 811400 Email: info@mcls.ac.uk Web: www.mcls.ac.uk

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Are you based in the UK? Performance management training courses are a perfect way to learn the key skills needed to effectively manage performance in the workplace, opening up a variety of employment opportunities. This short, auto-marked programme will build your knowledge of the core skills needed to manage performance and underperformance and to give feedback in the workplace.

KEY FEATURES

- Fully online
- Study from anywhere, at any time
- Perfect for an introduction to a subject or a subject refresher
- Great addition to your CV
- Receive an e-certificate upon completion
- Nationally recognised
- Official CPD certified course

Section 1: The importance of effective performance management

In this section, you will learn about formal and informal performance assessment in the workplace and the line manager's role in performance management.

Section 2: How to manage the performance of individuals in the team


This section covers ways to ensure fair and objective formal assessment, how to set SMART objectives and performance standards for a team member and how to measure performance.

Section 3: Feedback in the workplace

You will discover the importance of feedback to improve performance and how to give feedback effectively.

Section 4: Managing underperformance

This section covers the potential areas of underperformance in the workplace and its causes, along with actions to restore performance to acceptable levels.

Course Length 	4 hours
Learning Method(s)	Online learning materials with online assessment