Giving Developmental Feedback & Setting Performance Objectives

Open Programme

**This course will be delivered virtually.
Cost – £395 plus vat, per person**

Duration
Two, three-hour workshops (one week apart)

Course Overview
Giving developmental feedback is an essential part of a manager's role, not only to get the best outputs, but also to motivate and develop staff. This first part of this course will explore how to provide constructive and meaningful feedback directly linked to staff performance. The second part of the course will focus on a managers ability to set clear and measurable performance objectives and learn the importance of applying a structured approach to setting performance goals and targets.

Core development objectives covered
Workshop One – Setting Performance Objectives
- The importance of setting clear performance goals
- Clear direction & expectations
- Giving responsibility to increase motivation
- Team & individual goals
- Setting SMART objectives
- Specific/Measurable/Achievable/Realistic/Time-bound
- Monitoring & evaluating progress
- Identifying different types of goal / target
- End goals, to increase personal productivity
- Performance goals - identify milestones required to meet an end goal
- Creating a regular 'Check In' culture
- Being flexible & responsive

Workshop Two – Giving Developmental Feedback
- The importance of giving developmental feedback
- Underperformance
- Personal motivation
- Development & continual improvement
- Understanding the key principles of giving feedback
- Be specific & objective
- Ensure feedback is linked to observable behavior
- Own the feedback, never speak for others
- Using the PRISM model for giving feedback
- Probe / Request / Impact / Seek Agreement / Make a commitment
- Developing personal action plans
- Monitoring & measuring progress

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For a booking form please contact kellyhatton@futureproof-training.co.uk