



“Using their own case study, they will practice preparing for and giving a performance assessment that results in a learning experience and establishing a performance development program for an employee.”

Peak Performance

Performance Assessment and Growth

Workshop Overview

Performance Assessment and Growth is the third in a series of five workshops aimed at helping managers develop and sustain peak employee, team, and company performance. In this workshop managers will learn the constructive purpose of performance assessments. They will learn how performance feedback and assessment are tools used to create continuous performance improvement and growth. They will learn how to assess performance development needs and opportunities. They will learn how to create a performance development plan and how to lead employees and teams to self-directed performance development and improvement. During the workshop managers will begin setting up assessment forms and will use their own case study to practice preparing for and giving a performance assessment that is helpful to the employee and focuses on performance development.

Managers will learn what they and their employees need to do throughout the performance period to prepare for an effective performance assessment at the end of the period. They will learn how to give performance feedback and to constructively communicate performance assessment. They will learn how to work with employees to bridge from performance assessment to performance development. They will be given forms and a process to help them collect performance data, give performance feedback during the assessment period, prepare for and conduct a performance assessment at the end of the performance period, and set up a performance development plan. They will understand how to use the performance assessment experience as a tool for creating valuable learning experiences for their employees and themselves.

During the workshop managers will begin setting up data collection forms and identifying critical data collection points. They will establish a time plan to keep them focused on performance feedback and development. Using their own case study, they will practice preparing for and giving a performance assessment that results in a learning experience and establishing a performance development program for an employee.

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Workshop Objectives

1. Managers understand the purpose of performance feedback, assessment, and development in the peak performance system.
2. Managers understand how to use the forms and processes they are given to collect critical performance data and give performance feedback during the performance period.
3. Managers understand how to prepare for and give a constructive performance assessment.
4. Managers understand how to set up and lead a performance development plan.
5. Managers understand the role of the employee in monitoring and assessing performance and in directing his or her own performance development plan.
6. Managers understand how to translate performance assessments into learning experiences that lead to continuous performance improvement.

Take-Home Value for Managers and their Company

1. Managers elevate their investment in the performance of the employees and teams they lead. They become more effective as performance leaders.
2. The actual performance of teams and individuals begins to improve and will sustain a pattern of improvement over time.
3. The company sees tangible evidence of movement towards peak performance.

Time Frame

1 day

Post-Workshop Coaching

Steve Dudley Associates is committed to the successful application of our workshop materials. We offer one-on-one coaching as a value-added option for each of our workshops. Please click on the “Coaching” tab to see a description of our workshop follow-up coaching program.

Workshop: *Performance Assessment and Growth*

Recommended coaching sessions: 4 to 6

Suggested areas of coaching support:

- Establishing quantitative and qualitative methods for performance tracking and assessment.
- Conducting motivational performance encounters with teams and direct reports.
- Setting up and managing performance improvement and self-development plans.
- Establishing performance-centered coaching and counseling routines.
- Managing time and priorities to have the highest impact on team and individual performance.

Group Facilitation

Contact us for customized group facilitation regarding this workshop.