Improve Employee Performance: Learning Objectives

This course focuses on a non-disciplinary approach to improving performance. By the end of this course, you will be able to:

# Describe the process and components of employee performance planning and development, including:

* Linkage to the Performance Planning and Management Framework
* Employee Performance Plans
* Employee Evaluations Forms

# Set and Communicate Clear Expectations and Evaluate Results

* Engage employees in their performance planning process
* Set SMART goals
* Conduct effective and objective evaluation of employee performance

# Deliver effective feedback to 1) correct poor performance and 2) re-inforce good performance

* Communicate the results of the evaluation, both positive and corrective
* Apply non-disciplinary tools and techniques to correct performance problems

# Apply different types of motivation to maximize performance

* Recognize differing needs and preferences, including the relationship to Maslow’s Hierarchy of Needs
* Apply a variety of motivational techniques to meet individual needs