

## MASTERCLASS SERIES

### Managing Team Performance – Day 1

#### Overview

This interactive program will provide participants with the skills, tips and tools to implement a Performance Management System within their business / team.

Participants will explore key elements of a performance management system (setting standards, developing goals, measuring performance, providing feedback and opportunities to improve, develop and grow) to build employee capability and engagement. Participants will also gain an insight into potential consequences of unmanaged performance issues.

#### Designed for

Business Owners or Managers

**Program Duration:** Half day (9am to 1pm)

**Max Participants:** 6

**Investment:** \$295.00 plus GST

#### Content

Topics addressed include:

##### Building a High Performance Team;

- Key leader behaviours to build a performance culture
- Overview the stages of the Performance Management system
- Setting yourself and your team up for success

##### Rating Performance;

- How to conduct everyday conversations to address capacity and or conduct matters
- Documenting an agreed way forward

##### Empowering the Team;

- Coaching
- How to approach 'skill vs will'
- Exploring the different stages of learning

#### Learning outcomes

At the conclusion of the workshop participants should:

- Understand and comply with legislative requirements
- Be more confident to plan, initiate and conduct a conversation around an employee's mental health
- Be more aware of creating a safe and supportive environment through appropriate use of empathy, listening skills and providing options
- Be able to identify reasonable adjustments to the employee's role
- Be more confident when undertaking performance management with an employee whether their mental health is (un)disclosed or not
- Have greater awareness of support and resources available

**BOOK NOW** Register at [www.eastcoasthr.com.au](http://www.eastcoasthr.com.au)