

EXCEED
~~MEET~~

PERFORMANCE EXPECTATIONS



EXCEL | Managing Performance Program

Help your team **EXCEL**

The role of every leader is to deliver results through others. This means effective performance management is critical to organizational success, but we know that it's an area many leaders find challenging. With the Excel program, we equip leaders with the tools and skills in performance management they need to **increase productivity, boost employee engagement, and develop employees for future success.**



What is it?

A virtual, self-directed training program equipping leaders with the tools, tips and techniques to enable high performing teams, and manage and sustain performance.



Benefits:

The benefits of this program will have a twofold impact for both leaders and employees by not only developing your leaders skills and capabilities, but enabling their team members to drive performance, align themselves to company goals and grow as professionals.



Who is it for?

This program is for leaders looking to improve the critical skill of managing and sustaining employee performance.



How it Works:

Participants complete 8 online modules at their own pace. Each module is equipped with knowledge checks, activities and scenario questions to help reinforce the learning and are available to participants for a full year, so you can revisit the content at each stage of the performance cycle - from setting goals and expectations to review time.



Program Cost:

The program fee is \$495.00 + HST and includes access to our online learning center, workbook, tips and toolkits and so much more! All participants who successfully complete this program receive an official certification of completion.

By completing EXCEL, any leader will be able to:

- ✓ Foster higher levels of performance through clear expectations, feedback, and support
- ✓ Effectively identify performance issues that need to be addressed
- ✓ Better handle performance issues and hold employees accountable
- ✓ Increase engagement through better communication and feedback
- ✓ Build capability to support performance over the long term



Increase
Productivity



Boost Employee
Engagement



Develop Future
Leaders



Topics Covered:

Module 1: Understanding Performance

Defining the fundamentals. We'll look at what we mean by 'performance', the importance of managing performance, and the elements that people need to successfully and sustainably perform.

Module 2: Setting Expectations

Exploring the importance of setting expectations and the tools and strategies you can use to help clarify standards.

Module 3: Understanding Motivation

Module 3 focuses on Buy In. We'll identify the different types of motivation, and strategies to help increase motivation.

Module 4: Communicating Effectively

Effective Communication is key to managing performance well. In this module we focus on essential tips and tools for effective communication.

Module 5: Performance Check Ins

What gets measured gets managed. In module 5 we will look at the purpose of a check-in, what to cover to make them effective, and how to handle different scenarios that may come up during a check in.

Module 6: Giving Feedback

This module will walk participants through normalizing feedback with employees on addressing performance concerns through successful feedback conversations.

Module 7: Effective Performance Reviews

Performance reviews are an important part of the performance process. In this module we'll explore how to effectively prepare, manage and follow up on performance reviews.

Module 8: Sustaining Performance

What gets rewarded gets repeated! In the last module, we explore how leaders can work to effectively sustain their employees' performance through reward and development.





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