

PERFORMANCE MATRIX™



A Proven Process For Planning And Managing Performance

It fits your system to produce a complete performance management package.



"Managing performance is not only about making sure targets are SMART; it is also about making them IS – Inspiring and Strategic."

Tan Joo Seet, Area Partner
Center for Leadership Studies (Asia)

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YEARS IN ASIA

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PROGRAM DESCRIPTION

Performance Matrix™ is designed to increase an organization's effectiveness and productivity by helping leaders to plan and manage performance.

It starts when clear challenging, yet attainable performance objectives are jointly developed and prioritized. These performance objectives agreed upon should not only be specific and measurable but it should also be inspiring and strategic.

Next, careful plans are created. Of course, as changes and problems occur, plans are supported with frequent follow up and coaching.

It then identifies the performance factors that are critical to accomplishing the performance objectives, and preparing a development plan for those critical performance factors.

Finally, it provides a process to effectively communicate the performance objectives, performance factors, and development plan.

SPECIAL FEATURE: FITS YOUR SYSTEM

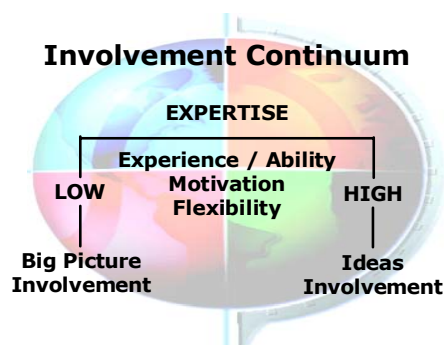
Performance Matrix™ does not require changes in your existing forms, policies, or procedures. The training materials have been designed to develop skills required to make your system work.

It blends your materials with practical instruction to produce a complete performance management package.

PRE-WORKSHOP PREPARATION

Participants should review and bring to the workshop the Performance Appraisal Form of one of their subordinate.

This is not to criticize or evaluate the subordinate but to maximize the learning and application by using their own real life cases.



ONE-DAY OUTLINE

Introduction

- The Two Sides Of Managing Performance
- Managing Performance Not Just Appraisal

Performance Objectives

- Why Establish Performance Objectives
- Establishing Clear Performance Objectives
- Categories Of Limits
- The Target™
- Application Of The Target™
- Is The Performance Objective Flexible
- Making Performance Objectives Inspiring And Strategic
- The Big Picture™
- Significant Pursuit – More Than Just A Game
- The Big Picture™ – Touching Base

Involvement

- Why Involve
- Involvement Continuum
- The Big Picture™ Involvement
- Application Of Range And Reason
- What About Qualities – Making Qualities Clear
- Clarifying Qualities
- Unclear Objectives
- Making Objective Clear
- Idea Involvement

Application Contract

Performance Factors

- Why Can't Performance Factors Be More Concrete
- Making Examples Work
- An Example Of Using Examples
- Problem Solving And Performance Factors

Development Plan

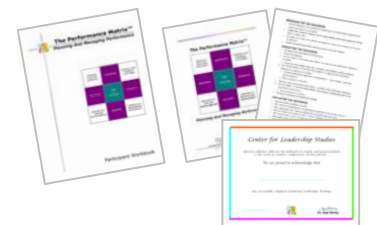
- Preparing A Development Plan

The Discussion

- Preparing For The Discussion
- Conducting The Discussion
- Evaluating The Discussion

Putting It All Together

PARTICIPANT MATERIALS



Each participant will receive:

- Participant Workbook
- The Performance Matrix™ Card
- Certificate Of Accomplishment