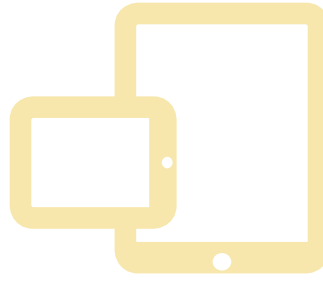


Performance Management Online Training Program



Our E-Learning Programs are **FREE** to all CIRMA members.

Course Description:

Managing employee performance through an annual review process may be common, but the best managers know that the performance appraisal process is ongoing and requires their attention throughout the year.

This course will help your managers understand the importance of performance management, both in annual reviews as well as through an ongoing process.

Time: Approximately 30 minutes [Preview the Performance Management online training program here.](#)

Learning Objectives:

- Understand the importance of performance management and preparing for performance appraisals.
- Realize that performance management is not a single day activity, but an ongoing process.
- Identify the key factors that go into an effective performance appraisal process.

Key Topics Include:

- Appraisal Process is Essential
- Performance Management - The Beginning
- Establishing Performance Standards
- Areas of Responsibility
- Meeting Standards
- Expressing Standards
- Performance Measurements
- Coaching for Performance
- Coaching - The Impact
- Key Elements of Coaching
- Great Coaches Plan
- Coaching - The Right Stuff
- Conducting Coaching Sessions
- Coaching Sessions for Positive Performance
- Coaching Sessions for Performance Improvement
- Coaching Sessions for Performance Deficiencies
- Coaching Sessions - Follow-Up
- Performance Appraisal
- What Should an Employee Expect?
- Preparing for the Appraisal
- Conducting the Appraisal Discussion
- The Final Appraisal Document

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.