

Performance Management

Performance management is a means of getting better results by managing performance within an agreed framework of goals, standards and competence requirements. It is a process to establish a shared understanding about what is to be achieved, and an approach to managing and developing people in order to achieve it.

The key to performance management is that it is forward looking and constructive. Objective-setting gives employees the security in knowing exactly what is expected of them, and this is agreed at the outset with the manager, thus identifying unrealistic expectations. The employee at the outset can indicate the resources needed.

The Process of Performance Management

(Performance Appraisal, Training and Development, Reward Management, Career Plan, Career Development)

Step 1: Identify the Requirements and Competences required to carry Business Plan.

Step 2: Draw Up A Performance Agreement. Defining the expectations of the *individual or team*, covering *standards of performance*, performance indicators and the *skills and competences people need*.

Step 3: (Appraisal- Before & After or Pre & Post) Draw Up A Performance and Development Plan With The Individual. These record the actions needed to improve performance, normally covering development in the current job. They are discussed with job holders and will cover, typically:

- The areas of performance the individual feels in need of development
- What the individual and manager agree is needed to enhance performance
- Development and training initiatives

Step 4: (Appraisal- Before & After or Pre & Post) Manage Performance Continually Throughout The Year. Managers can review actual performance, with more informal interim reviews at various of the year.

- High performance is reinforced by praise, recognition and increasing responsibility. Low performance results in coaching or counseling.
- Work plans are updated as necessary.
- Deal with performance problems, by identifying what they are, establish the reasons for the shortfall, take control action and provide feedback.

Step 5: Performance Review. At a defined period each year, success against the plan is reviewed, but the whole point is to assess what is going to happen in future.

Performance Appraisal

Performance appraisal is part of the system of performance management, including goal setting, performance monitoring, feedback and improvement planning.

It is the systematic evaluation of the individual with respect to his/her performance on the job and his/her potential for development.

Performance appraisal is a formal structured system of measuring and evaluating an employee's job-related behaviors and outcomes to discover how and why the employee is

Performance Management Manual

Michael Armstrong



Performance Management Manual:

This book delves into Performance Management Manual. Performance Management Manual is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Performance Management Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Performance Management Manual
 - Chapter 2: Essential Elements of Performance Management Manual
 - Chapter 3: Performance Management Manual in Everyday Life
 - Chapter 4: Performance Management Manual in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Performance Management Manual. This chapter will explore what Performance Management Manual is, why Performance Management Manual is vital, and how to effectively learn about Performance Management Manual.
 3. In chapter 2, this book will delve into the foundational concepts of Performance Management Manual. This chapter will elucidate the essential principles that must be understood to grasp Performance Management Manual in its entirety.
 4. In chapter 3, this book will examine the practical applications of Performance Management Manual in daily life. The third chapter will showcase real-world examples of how Performance Management Manual can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Performance Management Manual in specific contexts. This chapter will explore how Performance Management Manual is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Performance Management Manual. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Performance Management Manual.

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