



# THE PERFORMANCE MANAGER

CMI Open Learning Programme



# The Performance Manager Cmiolp

**Kate Williams**



## **The Performance Manager Cmiolp:**

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*Developing High Performance Teams CMIOLP* Kate Williams,2004-06 The new edition of the Chartered Management Institute s Open Learning Programme has been updated to include the latest management concepts and methodologies It includes current management concepts the changing legal framework in which managers operate and the impact of technology in the work environment The scope of the workbooks has been broadened to enable more generic and stand alone use of the materials Each workbook has a new introduction that places the subject area within the context of the managerial role and the end of each section now has a learning summary The final summaries from the first editions have been replaced with a section entitled Toolkits for Busy Managers that includes links to other workbooks in the series links to relevant BH CMI textbooks further reading website addresses and trade journals User

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The performance manager : proven strategies for turning information into higher business performance Roland Mosimann,Patrick Mosimann,Meg Dussault,2007      **The Manager's Pocket Guide to Performance Management** Sharon G. Fisher,1997 Every company wants and needs productive skilled employees Investing in a work force that can help your business keep pace with the competition may be the most important strategic decision you make The Manager s Pocket Guide to Performance Management clearly spells out the specific steps a manager can take to ensure improved performance

organization wide It presents a systems approach to performance enhancement and includes tools for determining current performance levels and establishing desired performance levels This handy reference will show managers how to Analyze the performance of individual employees Pinpoint the gaps in performance and determine what s causing those gaps Develop practical strategies for maximizing performance Get the most from your training dollars and ensure that training is successful Give recognition of an employee s achievements Evaluate whether or not employees are using what they ve learned Contents Identifying Employee Development Needs A Systems Approach to Performance Enhancement Fostering a Learning Organization Analyzing Employee Performance Identifying Causes of Performance Gaps Selecting Non Training and Training Strategies Managing Training Resources Promoting Training Transfer Evaluating Training Outcomes The Performance Manager Corinne Leech,2004 **Performance Management** Sorin Dumitrascu,2017-07-09 Can you say for sure whether your team or employee goals are consistently being met It s important to know if everyone is working to the standards expected of them Effective performance management can help boost productivity at all levels of your organization A systematic approach is important to increase productivity throughout an organization It s also important to focus on achieving results that contribute to the success of a company These are two cornerstones of effective performance management This course begins with an explanation of the nature of performance management and the advantages it provides to organizations that use it Then the five phases that typically comprise a performance management system will be introduced Much of the course is an in depth look at the first phase planning for performance and it also covers how to establish performance expectations During this first phase of the performance management process you ll establish critical success factors and translate them into key performance indicators Then you ll develop role profiles to help match people with the right skills to appropriate work further improving performance Once you ve completed this course you ll have an understanding of what a performance management system involves and be able to undertake the planning needed for such a system to be effective This planning is the basis for all the other phases of performance management Monitoring performance is critically important It shows you whether you re on track to achieve your goals And if you re not it gives you the chance to change things before it s too late You can only monitor and measure performance when you have clear and specific targets and standards You also need to be able to collect the right performance data and know how to analyze it use it and act on it Finally you must know how to deal effectively with underperformance whether that s from employees who aren t performing can t perform or won t perform to the standard required This course introduces a four step process for monitoring and improving performance It first explains how to determine and set appropriate targets and standards against which you can measure performance It then introduces different ways to collect the relevant data and shows you how to analyze the data and decide on appropriate action to help respond to gaps in performance Finally the course presents a technique for dealing with under performers in a positive and collaborative way Managing the performance of your

employees is an essential part of being a manager And one of the most important parts of managing performance is taking a strategic integrated and cohesive approach to rewarding employees for the value they produce for the organization Reward management is a process of formulating and implementing policies strategies and practices to reward employees fairly consistently and in line with their value to the organization It s important that employees understand that there s a clear connection between how well they perform and how well they re rewarded An effective reward system organizes and categorizes reward related processes and activities to ensure that reward management produces value for both employees and employer Performance appraisal is the part of reward management that involves monitoring measuring and assessing how well employees meet the standards and competency requirements of their jobs Put simply performance appraisal puts a value on an employee s contribution to the organization The assessment of an employee s performance is communicated to the employee through the performance appraisal meeting This is a formal discussion about how well that person has achieved the key outcomes or goals of the job over a period of time But an appraisal meeting needs to be handled well if it s going to result in a positive and productive experience for both manager and employee *Managing for High Performance* Roger Moores,1994

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