



Setting and monitoring
performance standards

Setting and Monitoring Performance Expectations Workshop Description

Overview

This workshop will provide the tools participants need to set and monitor performance standards with and for employees. Participants will learn to write clear goal statements and measurable performance objectives. They will also learn ways to monitor performance progress over time.

Objectives

Upon completion of this workshop participants will be able to:

- Explain how personal goals support organizational goals.
- Write clear goal statements.
- Write measurable performance objectives.
- Monitor performance progress over time.

Learning Methods and Delivery

Setting and Monitoring Performance Expectations utilizes the latest in adult learning methodology including large and small group discussion, on-the-job examples, skill practice and individual application.

Setting and Monitoring Performance Expectations can be delivered by our facilitators or certified client facilitators.

Target Audience

All managers who help set and monitor the performance expectations of themselves and others

Learning Time

3 to 4 hours

Class Size

Typical class size 12 to 20



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