

POSITIONING YOUR EMPLOYEE TO SUCCEED

HALF - DAY

WORKSHOP DESCRIPTION

Busy managers and supervisors often find it difficult to devote enough coaching time to their employees. This workshop introduces managers and supervisors to 3 project management concepts that will assist their employees to work more independently as they pursue the year's objectives. Workshop themes include alignment, leadership, and the business value of work.

The workshop dialogue and exercises will explore the following topics:

- ▶ **What distinguishes objectives, strategies, tactics, and day-to-day responsibilities?**
- ▶ **What questions do employees have about annual objectives?**
- ▶ **What actions can busy managers take to streamline the performance management process for their staff?**
- ▶ **How can objectives be structured so that they are more measurable?**
- ▶ **What project management concepts can increase employee success with annual objectives? How do these frameworks minimize questions/meetings?**
- ▶ **How can the manager use the annual objectives process to develop leadership skills in their group?**

SESSION OBJECTIVES

During the workshop, participants will:

1. **Distinguish objectives from strategies, tactics, and day-to-day responsibilities.**
2. **Review 3 frameworks that will serve as "common language" for their employee's objectives.**
3. **Discuss "rules of thumb" that often spell the difference between success/failure in meeting objectives.**
4. **Identify 3 actions that they will take following the workshop.**

THIS WORKSHOP IS FOR...

- **Managers and Supervisors**
- **HR managers or professionals responsible for design or successful functioning of performance management processes**

ASSESSMENT TOOLS & HANDOUTS

- **Effective performance manager assessment**
- **The organization's corporate values statement**
- **Business value checklist**
- **Objectives Template**
- **Action Plan Model**

For further information, contact us:
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