



Course Content

Course Description:

Motivation has a profound effect on employees' productivity and performance. An organization improves its likelihood of success by maintaining a motivated work force. As a leader within your organization, you share in the responsibility of motivating your employees.

You also want to be able to lead the individuals on your team effectively by conducting ongoing performance appraisals; delivering helpful and instructive feedback, training, and coaching; and designing and implementing performance standards. You want to develop talent within your team by employing effective performance-management strategies on the job. This course will help you cultivate the skills necessary to motivate your employees and give you essential performance-management skills.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Identify strategies for motivating employees and developing them through the application of basic performance-management techniques
- Commit to employee motivation.
- Motivate employees.
- Develop self-motivated employees.
- Establish a foundation for performance management.
- Optimize employee performance using performance-management strategies.
- Create employee performance and development plans.

Prerequisites:

To ensure your success, we recommend that you have some level of work experience in any of a variety of organizational settings. You should also have general end-user computer and Internet skills. To meet this prerequisite, you can take the following course: Windows 10 Level 1

Target Student:

This course is designed for managers, supervisors, human resource personnel, and team leaders who are seeking to inspire employees and optimize their performance.



Performance Management

Course ID #: 0000-100-10-W

Hours: 7

Topics:

Lesson 1: Committing to Employee Motivation

- Recognize the Importance of Motivation
- Assess Employee Motivation Levels

Lesson 2: Motivating Employees

- Communicate Effectively
- Clarify Expectations
- Establish Meaningful Professional Goals
- Provide Effective Feedback
- Choose Rewards or Recognition

Lesson 3: Developing Self-Motivation in Employees

- Encourage Self-Motivation
- Create a Sense of Employee Ownership
- Provide Development Opportunities through Mentoring
- Build a Sense of Accomplishment
- Encourage Enthusiasm

Lesson 4: Establishing a Foundation for Performance Management

- Identify Performance Management Elements
- Elicit Engagement
- Onboard New Employees
- Develop Talent

Lesson 5: Optimizing Employee Performance

- Assess Available Talent Via Interviews
- Determine Individual Performance Goals
- Discuss Performance Appraisals

Lesson 6: Creating Performance and Development Plans

- Initiate a Performance Plan
- Create an Improvement Plan for Performance Problems
- Create a Development Plan for Career Growth