

Driving Performance

- How to raise performance in your team and your business -



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

"People will exceed targets they set themselves."

Gordon Dryden
Author and Broadcaster

Overall Objective(s)

To encourage delegates to regard performance management as an essential part of their everyday leadership of their team, and equip them with the skills and confidence to raise the performance bar in their part of the business.

Who Should Attend?

Anyone who has responsibility for managing the performance of others.

Learning Outcomes

At the end of the workshops delegates will be able to:

- Give timely and constructive feedback which encourages high levels of performance
- Write SMART objectives that are aligned to business imperatives and enable them to give a fair and holistic evaluation of the progress made
- Regularly monitor performance, building competence and confidence in the process
- Take early corrective action to address dips in performance
- Identify the root cause of poor performance rather than deal with the symptoms
- Structure and conduct an honest, if tough, conversation that results in improved performance
- Link personal development to performance standards and identify learning objectives.

Course Dates

Please refer to latest schedule.

Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Course Content

Course content will include:

- Understanding business priorities and business goals
- Identifying and setting SMART objectives
- Tools and techniques for giving constructive feedback
- Effective monitoring and evaluation techniques
- Probing questioning and active listening skills
- Analysing the root cause of poor performance and how leadership behaviours affect this
- Raising the issue of underperformance and gaining commitment to behavioural change
- Motivating and supporting people to develop within their role.

Members of Quaestus Training Club will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 1-day workshops is £260 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

Other courses offered by Quaestus Training Club:

2-day events

Influencing & Negotiating Skills
Interviewing Skills
Leadership Skills
Presentation Skills
Problem Solving & Decision Making
Project Management
Report Writing Skills

1-day events

Assertiveness Skills
Time Management Skills
Managing Positive Meetings
Finance for the Non Financial Manager

and look out for our other 'Specials'....

Course Design and Methodology

The day will be a combination of:

- Lecturer input
- Syndicate work, including some role play
- Small group and one-to-one working
- Personal exploration
- Exercises and relevant activities
- Peer feedback

Pre-Work

This will include:

- A pre-course discussion with the delegate's line manager
- Identifying personal learning goals
- A short questionnaire

All available via our new on line training platform.

Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.

