

## **Bite-Size Workshop – Managing Performance**

The purpose of bite-size workshops is to provide managers with a basic introduction to simple tools and procedures. Each session will be led by a highly experienced tutor and will include written handouts for the participants to take away.

We provide these workshops because we recognise that it is sometimes very hard to take a full day out from the normal work routine to attend a conventional training workshop. We also recognise that reading a guide or completing an online learning module doesn't provide the opportunity to ask questions and seek advice on how to implement the new skills or processes.

Each workshop lasts for 2 hours. The tutor will then be available for 1:1 discussions for a further hour after the bite-size session for those participants who have the time to stay or need further help.

### **Who Should Attend?**

Bite-size workshops are designed for all managers who need to acquire and implement a new skill or capability but simply do not have sufficient time to spend on a conventional workshop. The focus is on WHAT and HOW to do something rather than on WHY we do it.

### **Managing Performance**

Managing Performance is a critical element of our success as supervisors and managers. It is essential that all managers are confident to use the full range of informal and formal tools available to help every member of their team perform to their best potential. This workshop ensures that each manager:

- 1. Knows WHAT informal tools are available and HOW to use them**
- 2. Understands the FORMAL processes and WHEN to use them**

Each manager will leave with a simple pack of **FIVE** performance management tools and guidance on how to use them from the very next day.