

Writing Objective Performance Objectives









Management Fundamentals
1 Day Workshop

Training Workshop – Module Overview

Innesskirk's innovative “**Writing Objective Performance Objectives**” is an intensive program addressing key management and leadership skills with clear, practical guidelines every step of the way.

Tutorial sessions, real-world case studies, practical exercises, presentations and syndicate work make this an action-packed, hands-on course.

Workshop Objectives – Delegates Will Be Able To...

-  Conduct an on-target interview every time
-  Prepare clear performance objectives for employees
-  Ask the right questions to obtain valid evaluations
-  Identify and use different interview styles effectively
-  Get buy-in and cooperation through clear goals
-  Use panel interview techniques when appropriate
-  Apply competency driven interview techniques
-  Evaluate performance effectively and professionally

Post Workshop – IMPACT™ Program

IMPACT™ Project – Delegates identify a work-related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

IMPACT™ Coaching – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™ Project**. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

Workshop Agenda – Day One

WELCOME

What Is Managing by Objectives (MBO)?

The workshop starts with a review of the ‘practice of management’ and how the measurement of performance has become so essential; importance of setting the right objectives to attain the right results.

The Benefits of Objectives?

Delegates will discover the advantages and benefits of goal setting for the organization as well as for its members.

How MBO Contributes to Performance

This segment addresses how MBO provides a language and set of tools to communicate and coordinate activities in a coherent manner throughout the organisation, thus designating managers as proactive catalysts of change responsible for doing ‘the right thing’ and not just ‘anything’.

LUNCH

5 Stages of MBO

Each stage of the MBO process is reviewed to show particular challenges that need to be understood and addressed in order for the whole system to work effectively; from the setting of organizational objectives at the senior level to the evaluation and rewarding of performance.

Writing Effective Performance Objectives

Delegates follow a simple format and guide to write effective performance objectives.

Making Objectives S.M.A.R.T.

Focus of this segment is on developing objectives, following the S.M.A.R.T. acronym, that are clear, precise, can be measured and for which the owner will be accountable.

CLOSING

Review the main points of interest covered during the day. Prepare for a realistic interview tomorrow – both as conducting an interview and as an interviewee. Preview day two.



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