

MANAGING PERFORMANCE EVERYDAY



AT A GLANCE:

Course length: 40-60 mins

Video length: 18 mins

Languages: English, Chinese, Italian, Spanish

Performance Management Collection

Managing performance every day.

What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

ABOUT THIS COURSE

This easy-to-follow, 5-step programme will help you deliver world class performance. Meet David (IT Manager) and Louise (Marketing Manager) as they find out what managing performance really means.

KEY INSIGHTS

David is laid back, too friendly, lacks consistency and is unclear about what he wants and expects as a manager. In contrast, Louise is highly organised but does not involve her team through collaboration. As a result her team members do not develop as they should.

Both David and Louise learn an easy process which goes beyond the appraisal.

“ It really helped people to change their perception of what online learning should be about. ”
NewsQuest,
Mel Cooley

WHO AND WHY

For line managers that need help with the techniques required to manage performance through appraisals and beyond.

PERFORMANCE REVIEWS



AT A GLANCE:

Course length: 15-20 mins

Video length: 2-3 mins

Languages: English, Chinese, French, Hungarian, Italian, Spanish

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- Knowledge checks
- Course leader guide
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ABOUT THIS COURSE

In this course you'll learn how to run better performance reviews.

KEY INSIGHTS

- **Beyond the Review Meeting** - Agree and review a plan of action.
- **Making a Performance diagnosis** - Listen to evidence and agree on the diagnosis. Face up to problem areas.
- **Preparing for a Review** - Get all the information you need; like previous review notes, achievements against targets and job descriptions.

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ABOUT THIS COURSE

PERFORMANCE REVIEW: CODE RED

 **video arts**TM
Longer lasting learning



AT A GLANCE:

Course length: 40-60 mins

Video length: 27 mins

Languages: English

Performance Management Collection

Managing performance every day.

What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

ABOUT THIS COURSE

Jones, a secret agent-like character, is alerted when a review goes badly. She zaps the employee's memory, and gives the manager a chance to re-do the review meeting with help from some sound advice.

KEY INSIGHTS

This entertaining video features the three performance reviews that most managers dread.

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WHO AND WHY

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ABOUT THIS COURSE

PERFORMANCE REVIEW: EVERY APPRAISEE'S DREAM



AT A GLANCE:

Course length: 40-60 mins

Video length: 16 mins

Languages: English, Chinese,
Italian, Spanish

Performance Management Collection

Managing performance every day.

What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

ABOUT THIS COURSE

Think about appraisals in a positive way.

Every organisation has a different kind of performance review system. Even so, the reaction to reviews is often the same - one of horror.

KEY INSIGHTS

This amusing drama features Hugh Laurie and displays the positive side of performance reviews with a vivid illustration of just how well they can go when they're handled properly by both managers and appraisees.

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ABOUT THIS COURSE

PERFORMANCE REVIEW: EVERY MANAGERS NIGHTMARE

 **video arts**TM
Longer lasting learning



AT A GLANCE:

Course length: 40-60 mins

Video length: 30 mins

Languages: English, Chinese,
Italian, Spanish

Performance Management Collection

Managing performance every day.

What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

ABOUT THIS COURSE

Many of us react to the prospect of conducting employee reviews with horror. This video, featuring Hugh Laurie, will help you to think about reviews in a new, more positive way.

KEY INSIGHTS

Using memorable characters (like 'Silent Steve' and 'Weepy Wendy') Hugh Laurie demonstrates different techniques you can apply to make your employee reviews less confrontational and more productive.

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For line managers that need help with the techniques required to manage performance through appraisals and beyond.

PRAISE AND CRITICISM



AT A GLANCE:

Course length: 15-20 mins

Video length: 2-3 mins

Languages: English, Chinese, French, German, Hungarian, Italian, Spanish

Performance Management Collection

Managing performance every day.

What's included?

- Bite-size videos
- Interactive exercises
- Knowledge checks
- Course leader guide
- Series infographic

ABOUT THIS COURSE

This course will show you how and when to deliver effective praise and criticism.

KEY INSIGHTS

- **Giving Criticism** - The right way, and wrong way, to criticise constructively.
- **Sharing Praise** - Do it. Do it quickly. Don't put a sting in the tail.

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