

IDENTIFY AND WRITE MEANINGFUL PERFORMANCE GOALS

The Performance Continuum Feedback® Method

Have you ever struggled to understand why an employee failed to follow through successfully or consistently on implementing the feedback you provided during a conversation about performance? When feedback is translated into well formed and communicated goals the feedback receiver is more apt to successfully meet the new performance expectations. Goal setting is an investment that pays off through helping the manager and employee come to agreement on high priority work objectives. Properly set goals can free up the manager's time because employees become capable of working in a more self-directed manner.

Through example, discussion and experiential activities, this program will review various areas of work and employee performance to expand your knowledge on the many possibilities of setting goals for employees within your team.

WHAT YOU CAN EXPECT DURING THIS WORKING SESSION

LEARNING Objectives:

- Learn a systematic process to identify and write goals
- Learn by doing: write employee goals during this session

IDENTIFY

- Use the **Performance Continuum Feedback® Method** to systematically identify key performance goal areas for individuals on your team;
- Set goals using the 5 goal categories framework;
- Training Goals: bypass the tendency to recommend training for the sake of training by first establishing goals followed by determining if and what kind of training is required to successfully meet those goals.

DEVELOP & IMPROVE PERFORMANCE

- Use a 10 category experiential exercise to think outside the box to create new growth goals for high potential employees;
- Identify employees whose performance is below expectations and identify the key actions that will make these individuals more effective and translate this information into clear goals.

WHO SHOULD ATTEND

Managers and supervisors who are responsible for identifying, writing and communicating about goals.

WRITE

- Translate subjective aspects of performance, such as behaviors, into tangible and measurable goals;
- Translate feedback and performance evaluation content into written goals;
- Ensure goals reflect "SMART" qualities: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-Bound;
- Position goals within sound business rationale to demonstrate why the goal is important.

GAIN EMPLOYEE BUY-IN

- Conclude formal or as needed performance discussions by confirming agreement followed by the goal setting process;
- Learn when and how to involve the employee in the goal setting process;
- Conclude evaluation meetings by jointly writing goals with the employee to insure performance objectives are followed through to completion.

The thinking behind the **Performance Continuum Feedback Method** is sound, logical and just makes sense. The approach is made clear by the order in which the concepts are presented through examples and participant exercises."

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Employee Performance Solutions