

LINK BETWEEN LINE MANAGER (YOU) AND OUR ORGANISATION

The goal of performance management is to create an environment where our employees can perform to the best of their abilities to produce the highest-quality work both efficiently and effectively (Tardi 2021).

//////////////////// WHY IS THIS IMPORTANT?

Boosts morale

Allows employees a greater degree of autonomy

Highlights training needs

Supports workforce and succession planning

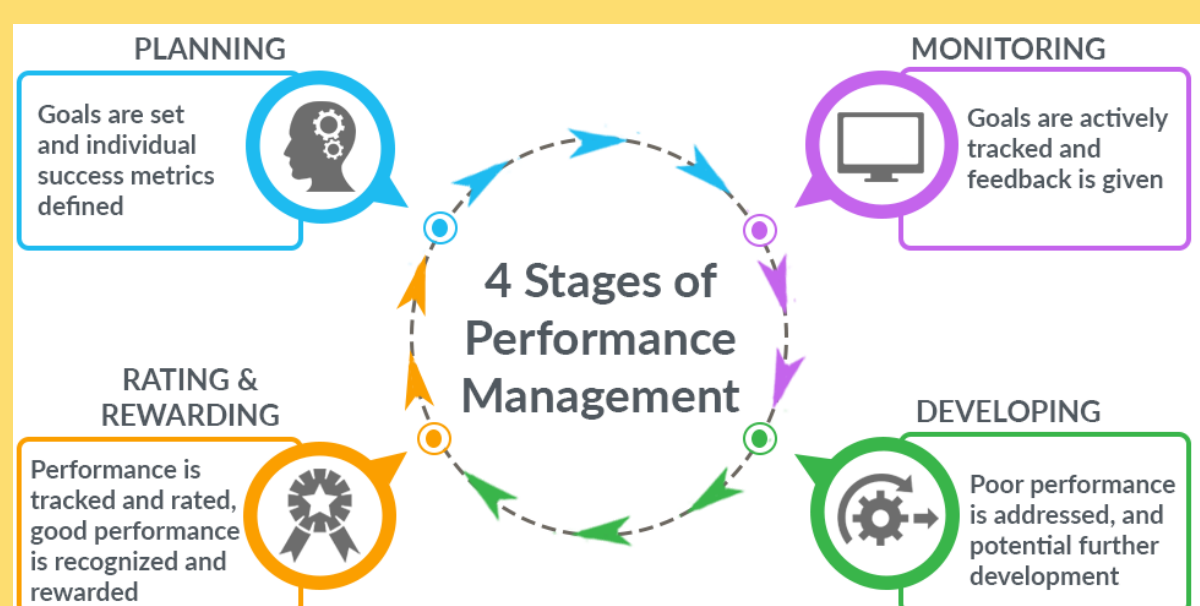
1. Planning. The idea of this step is to ensure that each employee's performance is aligned with the organisation's goals and values and overall company strategy. Use SMART objectives to do this.

2. Employee performance, progress and development should be continually monitored.

3. The employee's accomplishments, and standards (those agreed in step one) need to be analysed and reviewed by both the employee and you, their manager. Work together to evaluate how well the employee has performed and what needs to be done to achieve future goals and the desired standards. How can the employee progress in the future?

4. Rewarding. If employees are performing at the desired level, good work needs to be recognised. Common ways to do this include salary increases, bonuses, awards, and promotions. If an employee isn't performing at the desired level- Why? Some ways to improve this include conducting regular performance appraisals, matching tasks to employee's skills and improving communication.

Performance Management Cycle



The performance management cycle has no beginning or end. Employees improve their competencies; managers get better at managing and the company continues to grow successfully (Personio 2020).

How do you effectively manage performance?



- ✓ Set clear expectations. What is your team's performance standard? How is this measured?
- ✓ Give your employees more autonomy.
- ✓ Ask and encourage giving constructive feedback.
- ✓ Set clear goals and performance milestones (Clapon 2017).
- ✓ Conduct regular 1:2:1 conversations.
- ✓ Ensure staff understand how their own performance helps to achieve wider organisational goals (University of Sheffield 2019).

FOR FURTHER ADVICE OR SUPPORT PLEASE TALK TO YOUR HEAD OF DEPARTMENT OR HR

Bibliography

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