

HR Brief Bites for Line Managers

Managing Underperformance in the Workplace

Aim

Performance can drop for many reasons. One of the key questions you need to answer before starting any formal management procedure is whether under performance is because the employee 'can't do' their job, or they 'won't do' it.

The first is a question of skill, the latter is a matter of will.

This workshop focuses on the former and supports managers in building an effective performance management process including how to address under performance informally in the first instance and creating the foundation of the formal process.

Learning Outcomes

At the end of the workshop participants will know how to:

- Explain their role in managing the performance of their team
- Describe the key stages in the performance management process
- Use the performance management skills and techniques practice to create a development plan
- Develop techniques to address poor performance
- Review the challenges that face them within their specific team
- Follow an action plan of their key development points

Who Should Attend the Workshop:

Line managers and supervisors.

Workshop Format

The format will be informal and participative – everyone has an important contribution to make to the discussions.

A typical workshop will cover:

- ❖ Management theory and research input from the trainer
- ❖ Learning from our shared experiences
- ❖ Small group work to discuss and share ideas

Zoom joining instructions will be sent as part of the meeting invitations unless the organisation prefers to use its own video conferencing facility.

Copies of the slides will be sent out after each workshop.



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| Time | 3 hours |
| Venue | Zoom or Teams **all participants need access to a laptop or PC |
| Availability | Up to 12 participants Maximum number of participants on each workshop is 12 people to enable everyone to fully take part; have their questions answered and to gain the maximum learning from the interactive workshops. |
| Fees | £1,175.00 plus vat (£98.00 plus vat per participant) |

More Information:

For an informal chat about the workshop, please contact:

Tracy Madgwick:

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07899 665506

About the Trainer:

Tracy Madgwick has delivered management development, supervisory, team facilitation, interpersonal skills and HR training for line managers for a wide variety of organisations in the private, public and not for profit sector. She also advises organisations on how to manage challenging staffing situations as well as providing mentoring and coaching for other HR professionals.

For the last 10 years she has run her own HR Consultancy company and works with a small team of Associates.

Tracy is a fully qualified member of the CIPD (Chartered Institute of Personnel and Development) and licensed to deliver MBTI (Myers Briggs Type Indicator), C-me and DiSC.

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