

Leadership Training: Performance Management Series

LAYING THE FOUNDATION FOR EFFECTIVE PERFORMANCE MANAGEMENT

September 8, 2021 | 9 am Class #5351 | 1 pm Class #5352

This engaging, practical session will focus on what leaders can do in their daily work to lay the foundation for effective performance management.

Objectives:

- Identify specific traits and behaviors of leaders who consistently motivate their teams to excellence, based upon well-respected research into the subject.
- Explore the why and how to make sure those you supervise know what is expected of them regarding workplace behaviors, attitudes, and communication with internal and external customers.

COACHING/GIVING ONGOING FEEDBACK TO THOSE YOU SUPERVISE

September 22, 2021 | 9 am Class #5353 | 1 pm Class #5354

This interactive, engaging session will focus on how to provide ongoing coaching to your team members to achieve consistent, high-quality performance.

Objectives:

- Explore the why and how to have ongoing, meaningful communication with those you supervise, including S2T2 Praise and Recognition; what it means to 'Be present, follow-through, and follow up'; and helpful questions to ask in one-on-one coaching sessions with employees.
- Identify three key processes and seven essential components of productive coaching conversations with your team members.

PROGRESSIVE DISCIPLINE/HOW TO EFFECTIVELY CONDUCT CORRECTIVE FEEDBACK CONFERENCES

October 6, 2021 | 9 am Class #5355 | 1 pm Class #5356

This practical, interactive session will focus on the process and how-to of implementing progressive discipline with under-performing team members.

Objectives:

- Learn a step-by-step framework for having a corrective feedback conference with someone you supervise to discuss unacceptable behavior, attitude, and/or performance.
- Explore essential elements of an effective progressive discipline process, including how to appropriately document and the do's and don'ts of each step in the process

HOW TO CONDUCT EFFECTIVE PERFORMANCE REVIEWS

October 20, 2021 | 9 am Class #5357 | 1 pm Class #5358

This engaging, practical session will focus on how to conduct constructive performance reviews with your team members.

Objectives:

- Identify the intended outcomes of an effective performance review, including the written review and the performance review conversation.
- Learn the do's and don'ts of the performance review process, including how to prepare for the review; the importance of ongoing documentation; rater biases and other pitfalls to avoid; setting performance goals; and the 'before, during, and after' of a constructive performance conversation.



Gary Schmidt
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CLASS DETAILS

Two Session Options:

9 am–12 pm

OR 1–4 pm

Cost: \$99.00 per session

OR \$395.00 for all four

SMEC Building

115 S. Park Street, Fairmont, MN

To register, visit

www.iowalakes.edu/ce

or call 800-252-5664.



MEET OUR TRAINER

Brenda Clark Hamilton

Brenda Clark Hamilton is a dynamic keynote speaker who offers fresh perspectives in leadership, communication, team-building, and offering one's personal best to life, relationships, and career.

Brenda launched her speaking business in the fall of 2005 by offering training to businesses in her northern Iowa community. She spoke at her first statewide conference in January of 2008. Since that time, she has become a nationally recognized conference speaker and audience favorite, keynoting at hundreds of events in twenty-four states.

Audiences are quick to note Brenda's sense of humor, in-depth knowledge, high energy, and skill at keeping them engaged. Brenda speaks at approximately 100 events each year in every industry imaginable. Her recent speaking venues have included several trips to Colorado Springs to provide professional development for the United States Olympic & Paralympic Committee.

Brenda's career experience includes coordinating professional development for 1200 Iowa teachers. She holds a Master's degree in education.