



Skills for Business

Performance  
Management

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## Course Description

### Duration and structure

This workshop runs over two days and is tutor led. All the sessions involve delegate input to allow them to develop and demonstrate performance management skills

### After this workshop delegates will be able to:

- Understand the important of performance management and appraisal
- Understand the importance of continual feedback
- Give good quality feedback to develop their staff and the business
- Receive feedback in a positive manner
- Coach staff to improve performance
- Understand when counselling is necessary and where to go to get this for their staff

## Who Should Attend?

Anyone who is responsible for managing and developing staff.

## What Do I Do Now?

To book a course or to get more details please complete the Enquiry Form, call us on 01733 567262 or e-mail us at [admin@vitaltraining.co.uk](mailto:admin@vitaltraining.co.uk)