



# PERFORMANCE MANAGEMENT

ARISTOTLE ACADEMY

*Do you know how to align your people to the required results?  
Do you provide need to provide feedback and positive recognition?  
Do you know how to deal with difficult conversations you have to have?*

## Approach

This training is for managers and leaders who need to achieve results through their people. It's a high energy, action-learning training. In two days, participants will learn key leadership concepts and skill sets relevant to their work; take part in action learning activities that increase their confidence to use the concepts in their workplace; identify what they need to stop doing, start doing and continue doing to transfer that learning.

## Key Topics

- Clarifying Expectations
- Aligning Goals for Superb Results
- Creating the Conditions for People to Take Accountability
- Being an Exemplar of the Performance You Require

## Training Objectives

At the end of this programme participants will be able to:

1. Clarify the results you and your team need to achieve, and translate them into action
2. Understand the expectations of your key stakeholders
3. Build a compelling future for you and your team
4. Identify accountabilities and individual responsibilities for achieving success
5. Model the performance you expect from others

## Duration

Two Days

If you would like to discuss any one of our programmes  
please call on +44(0)7803 299337 or email: [info@craighilesconsulting.com](mailto:info@craighilesconsulting.com)



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## Programme Schedule

### Day One

#### Introduction & Welcome

- Programme Objectives
- Personal Objectives

#### Performance Management

#### Personal Change

- Principles of Change
- Model of Change
- Change Implementation

#### Personal Effectiveness

- Principles Paradigms
- Key Behaviours

#### Accountability

- Accountability in Practice
- Iceberg Principle
- Language Of Accountability

#### Purpose & Vision

- Purpose
- Values
- Personal Compass

#### Managing Time

- Eisenhower Model
- Personal Productivity
- Goal Setting

#### Personal Action Planning

Reflection, Discussion & Action

### Day Two

#### Interpersonal Effectiveness

- Multiple Intelligences
- Emotional Intelligence (EQ)

#### Personal Contracting

- Influencing
- Personal Contracting
- Overcoming the Barriers

#### Communication Skills

- Communication Model
- Influencing With Integrity

#### Teamwork

- Working Together
- Valuing Differences
- Conflict Resolution

#### Continuous Improvement

- Kaizen
- Personal Balance

#### Building Trust & Credibility

- Trustworthiness
- Character & Competence
- High Trust Leaders

#### Personal Action Planning

Reflection, Discussion & Action

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