



Employee Performance Management and Coaching Online

Achieve and sustain high performance and job satisfaction

Offered as part of the Supervision Fundamentals Certification



Your instructor:

Jim Doyle blends his diverse knowledge, 25 years of experience and a deep passion for helping others to grow and achieve their goals. His corporate coaching and leadership development skills were refined inside manufacturing organizations including Cargill, Prime Therapeutics and St. Jude Medical. Jim's diverse experience helps manufacturing organizations large and small, build leadership and supervisory competence with the skills to improve execution.

Participants are introduced to an Employee Success Assurance Model, and tools for carrying out on-the-job training with structured checklists and job aids. They will practice setting goals, communicating clear expectations and constructive feedback. Tools for recognizing high performance are provided, along with low-cost means for rewarding employees. Participants will identify causes of performance problems and learn new coaching strategies for attendance and attitude issues. Likewise, guidance is provided for conducting coaching conversations and annual performance appraisals.

After completing this workshop, participants should be able to:

- Plan for and conduct structured on-the-job training with employees
- Provide clear expectations and goals for successful job performance
- Sustain improved job performance through feedback and recognition
- Identify obstacles to performance and job satisfaction
- Plan, conduct and document employee coaching to address performance problems, work habit issues and employee performance appraisals

Tuesday, October 13, 2020 9:00 a.m. - 12:00 p.m.

Fee: **MA members** \$215 per person **Non-MA members** \$265 per person
Receive a 10% discount if you register 14 days prior to the event

This workshop is online. Minimum requirements: Computer with speakers and/or headphones; dedicated screen for meeting time; Internet connection; ability to download Zoom.

Register: Registration is required. Reserve on-line at www.mfrall.com, by 3:00 pm by October 9, 2020. You will be sent login credentials in advance of the workshop. **Your satisfaction is guaranteed.**

Cancellation Policy: **No refunds** for cancellations after 3:00 p.m., October 9, 2020, or for no-shows at workshop.

Participants in our Supervision Fundamentals Certification must notify us two business days in advance of this workshop if they cannot attend it or they will be invoiced the workshop fee.