

# Leadership and Managing Performance

For all those who want/need to enhance their leadership and management of performance | **1 day**

"Leadership is not magnetic personality, that can just as well be a glib tongue. It is not 'making friends and influencing people', that is flattery. Leadership is lifting a person's vision to higher sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limitations."

Peter F. Drucker, *Management: Tasks, Responsibilities, Practices*

**There is a great deal of writing and training on leadership, and performance appraisals and performance management. These two areas are often treated separately, yet in a real sense they are two sides of the one coin. This workshop will help participants to embody effective leadership qualities and practices, and simultaneously effectively manage team performance in a timely, effective manner throughout the performance management cycle.**

## Objectives

On completion of the training, participants will be able to:

- Clearly understand their roles as leader/manager, given the organisation's vision, mission, strategies and environment within which it operates.
- Evaluate their own leadership practices and learn from positive leadership role models
- Apply the key leadership practices demonstrated by effective leaders, and inspire others to be motivated and committed to the achievement of their goals
- Provide constructive feedback, recognise good performance and manage poor performance in a timely, effective manner
- Manage performance through proper performance planning, monitoring and performance review
- Lead and support others through major change and uncertainty

## Key Content

- What do thought leaders say about leadership and performance management?
- Leadership versus management – and the need to wear both hats
- Your role as leader/manager, given your organisation's vision, mission, strategies and environment
- How effective are you as a leader/manager?
- Five key leadership practices demonstrated by effective leaders
- The performance management cycle:
  - *Performance planning*: provide bigger picture, set/agree goals/KPIs and training needs
  - *Performance monitoring*: ongoing delegation, coaching & feedback, recognition of good performance and management of poor performance
  - *Performance review*: timely, effective two-way performance reviews – minimizing rating errors
- Practice the art of no surprises!
- Leading and supporting others through major change and uncertainty