

## CDU delivering AIM Professional Short Courses

### Manage People

Managing the performance of others is an ongoing cycle of planning with people what they are to achieve, helping them with their day-to-day activities, reviewing their performance, and collaboratively revising what they are doing and helping them to meet required outcomes as well as ensuring they develop as people.

The key component in the effective management of people and of people performing as required is "you". If you want people to be effective members of your team you need to be the coach, and chief supporter of your team members.

#### Designed for

This program is designed for those people that have responsibility for the management of the performance of people that report to them directly and in the leadership of teams.

#### Learning Outcomes

- Manage the performance of individuals in teams
- Address performance related issues
- Address issues and problems of individuals within teams
- Build and support commitment within the team
- Review and evaluate management of individuals within the work team.

#### Course Content

- Performance management systems
- Resources needed to meet our performance plan
- Providing feedback to staff/team members
- Recognising exceptional and diminished performance
- Managers as role models and leaders meeting organisation needs
- Your personal performance supports organisation policies, values and code of conduct
- Ensuring your performance meets key performance indicators
- Collecting, analysing reporting and evaluating performance information
- Developing individual performance plans

**Course Duration:** 1 day