

# skillsbootcamp

## 13th September 2023

9:00am  
-10:30am

### Managing performance

Summary:

Performance management's goal is to create an environment where people can perform to the best of their abilities and produce the highest quality work most efficiently and effectively. Understand how probation can be one of your most effective tools to understand a team members skills and potential long term performance and how to use the probation and reviews to develop your new team members.

#### Key learning :

- What is performance management & why is it important to manage performance
- The importance of written records both informal and formal
- Establish the "Can't they Won't they" dilemma
- The importance of probation and establishing key benchmark reviews
- Understand practical steps, tools and techniques for undertaking an effective managing performance conversations.

#### It would suit:

All leaders and supervisors that have to give real time feedback, hold a tough conversation and have to manage performance as part of probation and long term.

10:45am  
-12:15pm

### Managing Bullying and Harassment

Summary:

People have the right to be treated with dignity and respect at work. When they feel bullied or harassed it can impact productivity, performance, lead to absence and high turnover. This session gives managers and leaders the tools to spot the warning signs, foster an environment of respect and how to be assertive without being aggressive themselves.

Key learning :

- The definition of bullying and harassment and how to recognise it;
- How the law views it and the consequences should it proceed to Court;
- How to deal with bullying and harassment in the work place;
- How to manage your own approach to find the balance between pliable and assertiveness;

It would suit:

Any organisation that does not currently have this training should send all their managers and supervisors on it. Leaders, managers and supervisors that have to manage a team on a daily basis and are unsure of what they can and cannot do or say. At best this can help prevent bullying in your workplace or help mitigate against a fine should you be taken to court.

#### To Book:

Visit our booking sheet  
or contact  
hello@mjinspire.com

