# Key Elements to Managing Performance Part I

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# Quick Poll Question

"Managing performance refers to optimizing employee potential through feedback, training and educational opportunities, and knowledge sharing"

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# MANAGING PERFORMANCE

➢ Set Clear Expectations

➢ Regular Check-ins

➢ Train, Coach and Develop

➢ Delegate and empower

# PERFORMANCE MANAGEMENT

➢ Annual Reviews/Career Conversations

➢ Policies and Procedures

➢ Corrective Action

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# 3 Qualities of Human Leadership:

Authenticity.
Empathy.
Adaptability.

How do you put these qualities into action?
What else would you add to this list?

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# Orientation vs Onboarding

| Traditional Orientation | Onboarding |
| --- | --- |
| Operationally driven | Part of the strategic process |
| Universal to all employees | Tailored speciallly to individual employee |
| Supply basic information to the new hire | Introduction to the culture of the University/department |
| Formal socialization  (office introductions) | Informal socialization (team lunch) |
| Have employee start working immediately | Opportunity to shadow a senior team member |
| Expect employee to "figure out" the job | Provided coaching or mentoring |
| Can last several days | Can last several months to a year |
| Easy to implement | Requires investment |
| **Turnover** | **Retention** |

# Quick Poll Question

## *Please Put Answer in Chat*

# 1:1 CHECK-INS

**MYTHS:**
➢ They are project updates
➢ Not needed, I have open door policy
➢ They are too time consuming
➢ We already have weekly team meetings
➢ I talk to them enough already

**MAKE THEM MEANINGFUL**
➢ Purpose, Result desired
➢ Not meet to meet, but ensure regular
➢ Prepare
➢ Focus on intended purpose (no checking phone)

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# FEEDBACK TIPS

➢ When possible, deliver when the employee indicates a willingness for feedback (diverse workforce)
➢ Ask questions, practice good listening skills, and try not to make assumptions.
➢ Feedback should be specific and not general.
➢ Feedback should be given at the earliest possible time.

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THANK YOU