

**PRINCIPLES OF MANAGEMENT V
HARVESTING LEADERSHIP POTENTIAL**

Behavioral Expectations:	Module Outline:
<ul style="list-style-type: none"> • Explain the three categories of measurements of performance • Conduct a performance appraisal following the eight step model • Understand the five styles of negotiating • Identify the difference between emotional vs. subjective language in documentation • Learn how to motivate through goal setting 	<p>Prerequisites: Principles of Management I & II Schedule: Four Consecutive Weekly Sessions</p> <p>Harvesting leadership potential is a critical management skill. It is the ability to motivate a group of people toward a common goal. As a manager, ongoing communication with your employees is essential to the success of the organization. Guiding, managing and directing your employees may be done through timely performance reviews, negotiating, documenting discussions and setting goals for improving productivity and success within the organization. The following topics will help you develop your skills as a manager.</p> <p>Topics Covered:</p> <p>Performance Appraisals: No Surprises</p> <ul style="list-style-type: none"> • Four basic reasons for appraising an employee’s performance • Eight step model for conducting appraisal interviews • How to improve productivity and morale • Performance appraisal pitfalls <p>Negotiation Styles: Everyone Wins</p> <ul style="list-style-type: none"> • Learn the purpose of negotiation • Understanding the five styles of negotiating your approach and receive peer feedback about your style <p>Documentation: Prove It or Lose It</p> <ul style="list-style-type: none"> • Learn how to prepare documentation • How to avoid defamation issues • Apply strategies to reduce risk of liability <p>Goal Setting and Action Planning: Reaping the Rewards</p> <ul style="list-style-type: none"> • Identify the purpose and opportunities for goal setting • Learn the difference between a mission, goal, and an objective • Understand your role of management in setting goals <p>Key Learning Points:</p> <ol style="list-style-type: none"> 1. Apply the eight step model for conducting performance appraisals to improve productivity and morale. 2. Learn how documentation can prevent lawsuits. 3. Set goals and build action plans that support them. 4. Assess your behavior with the perception of others.

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