



PERFORMANCE MANAGEMENT

MICHEL BÉRARD, speaker

MAY 3, 2019

- 8 h 30 Registration
- 9 h 00 Beginnig of the training activity
- 10 h 30 Break (15 min.)
- 12 h 00 Group Lunch
- 13 h 00 Resumption of the activity
- 14 h 30 Break (15 min.)
- 16 h 00 End of training activity

PLACE MONTREAL

HOTEL DELTA MONTREAL BY MARRIOTT
475, avenue Président Kennedy,
Montreal (QC) H3A 1J7

RATE

Rate includes documentation and lunch

286,29 \$ taxes included

249 \$ plus taxes (12,45 \$ GST + 24,84 \$ QST)

INSCRIPTION

Register online now with your association :

- www.formationagesss.com
- www.accq.qc.ca
- www.aqcs.ca
- www.alliancedescadres.com

We reserve the right to cancel the training session in the event of insufficient registration. Registrants will be refunded.

TRAINING OBJECTIVE

This one-day workshop aims at providing supervisors and managers with an overview of what they need to effectively manage the performance of their employees, in order to maximize the potential of the people they manage. Performance management is presented as an integral part of being a manager, as a leadership activity and as well as an on-going management activity.

COURSE CONTENT

1. Formulate a "Performance Plan" including measurable and attainable objectives
2. Formulate a "Support Plan"
3. Provide both formal as well as informal feedback on performance
4. Complete the PREE
5. Conduct the performance review interview

ENABLING OBJECTIVES

1. Identify effective practices in performance management
2. Elaborate a performance plan, including objectives, with the employee
3. Hold periodic reviews with the employee
4. Complete the annual report with the employee
5. Provide feedback and direction

BENEFITS

This workshop will provide participants with the knowledge, abilities and self-confidence in managing the Performance Management process. It will also demystify inaccurate paradigms about the process.

METHODOLOGY

An "experiential" approach is strongly suggested for this type of workshop. It will be comprised of lectures (30%) and practise / discussion (70%).

SPEAKER

Michel Bérard has nearly 35 years of experience in the field of training, especially in the areas of management and professional development. His innate capacities as a communicator and motivator make Mr. Bérard a catalyst for the acquisition of knowledge and skills applicable in the participant's workplace and personal life. Conflict management is among the themes that he has addressed in a number of organizations, both in the private sector and the public and parapublic systems.

THIS TRAINING, PRESENTED BY THE ASSOCIATION DES CADRES DES COLLEGES DU QUÉBEC (ACCQ), IS OFFERED AS PART OF AN INTERASSOCIATION PARTNERSHIP FOR PROFESSIONAL DEVELOPMENT.

