

SEHG IN-PERSON WORKSHOP SERIES

# Performance Management

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Performance Management workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

## WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-SV-2211 · IN-PERSON WORKSHOP KIT

[synergyeducationholdings.com](https://synergyeducationholdings.com)

# Performance Management

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## About This Workshop

Performance Management is making sure the employee and the organization they are employed by are focused on the same priorities. Performance Management within an organization improves production and reduces waste. It helps the employee set and meet goals, and improves the employee/manager relationship. The key to keeping an organization and employee aligned; improving performance and productivity, is through Performance Management. When changes occur, Performance Management helps the transition to be smoother and less hectic. It helps the organization and employee create a stream-lined relationship which improves communication and interaction. Performance Management will help close any gaps that exist in an employee's skill-set, and make them a more valuable employee through feedback and coaching.

## Workshop Objectives

- Define performance management.
- Understand how performance management works, and the tools to make it work.
- Learn the three phases of project management and how to assess it.
- Discuss effective goal-setting.
- Learn how to give feedback on performance management.
- Identify Kolb's Learning Cycle.
- Recognize the importance of motivation.
- Develop a performance journal and performance plan.

## Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Performance Management course for pre-work and reinforcement

# Preparing & Delivering the Workshop

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## Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

## Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

## Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

### Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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# Certificate of Completion

This certificate is proudly presented to

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for successfully completing the SEHG in-person workshop

## Performance Management

Awarded this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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Facilitator Name & Title



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Synergy Education Holdings Group