Communicating Performance Expectations

Introduction

Do colleagues know what you expect? Learn how to communicate your expectations positively and clearly. You'll ensure that you and your colleagues have a shared understanding of objectives, priorities and success criteria.

Audience

Team Leaders and Managers

Objectives

- Understand the importance of setting clear expectations to manage performance effectively
- Describe the specific outcomes you seek to achieve during an expectation/objective setting meeting
- Understand the benefits to the manager and employee of following the process
- Implement the process, ensuring understanding is clear throughout

Content

Here are a few topics covered in this course:

- Effective ways of communicating performance expectation
- Learn how to ensure that set objectives are understood