

Course Outline

PERFORMANCE & CONDUCT MANAGEMENT

Audience

This course has been developed for HR professionals, leaders and anyone who requires skills in managing both performance and conduct with their employees.

Delivery, location & fees

Best delivered face-to-face, this course can also be delivered virtually or through our innovative virtual classroom. We travel to any location in the country. Contact us for a quote to meet your needs.

Course topics

- Effective communication skills in dealing with employees, including having the difficult conversations
- The keys areas of induction and onboarding
- Setting and communicating expectations
- Foundations of effective performance management
- Conduct and behaviour management and why this is different to performance
- How to document, review and deliver performance and conduct outcomes
- Templates & blueprints
- Real-world, practical role plays