



COURSE

Performance Management

2nd Edition

Respect



Build High-Performing Teams Through Better Management

In today's rapidly evolving workplace, high-performing teams don't happen by chance — they're built through intentional performance management. Without the right skills, managers risk disengaged employees, unclear expectations, and missed business goals. Emtrain's Performance Management Training empowers managers to confidently lead their teams, foster growth, and create a culture of continuous development — driving stronger business outcomes and employee retention.

Course Description

Emtrain's Performance Management course equips managers with the skills and strategies to lead employees through every stage of the performance management cycle. From setting clear goals and aligning individual contributions to business objectives, to providing ongoing feedback and motivating employees, managers will learn how to build engaged, productive, and thriving teams. The course also covers preparing for evaluations and encouraging continuous learning to help employees achieve their full potential.

Learning Objectives:

- Understand the leader's role in employee performance and the ROI of systematic performance management.
- Learn best practices for workforce planning, goal-setting, and aligning expectations with business objectives.
- Master techniques for ongoing feedback, performance reviews, and partnering with HR or People Operations to support employee growth.

Course Features

- Access to our Anonymous Ask the Expert tool
- Rich video scenarios based on real-world events
- Built-in employee sentiment surveys
- 50+ Machine Translation Options
- Optional program timer
- Policy acknowledgement tool
- Extensive customization options

Lessons

The ROI of Performance Management

An introduction to performance management training, emphasizing its importance and providing an overview of the four stages of the

performance management cycle.
Setting Goals and Identifying Talent Needs
The first stage of strong performance management involves team performance planning and detailed job descriptions to connect the team's contributions to the overall business goals and the employee's performance to enabling the team to achieve its goals.
Ongoing Performance Feedback
A key aspect of performance management is providing consistent and ongoing feedback. Learn how to give effective critical feedback that will help ensure employees are equipped with the tools and support to successfully perform in their roles.
Motivating and Encouraging Your Employees
What motivates employees to deliver their best performance? This lesson reviews both intrinsic and extrinsic motivators, and how to determine which motivator is most effective for each individual employee.
Calibration and Evaluations
Preparing for employee evaluations is a critical step to successful performance management. This lesson helps managers learn how to effectively prepare for evaluations and calibration of their employees' performance.
Continuous Learning and Development
Encourage your employees to build their skills and career by getting to know their interests, their areas of improvement, and how to help guide them on the appropriate career trajectory.
Conclusion
The conclusion to performance management training, providing a summary of the key points throughout the course.

VERSIONS

Managers (25 min)

WHAT'S COVERED

- [Annual Reviews](#)

- Business Needs
- Coaching & Development
- Feedback
- Job Descriptions
- Manager's Responsibility
- Onboarding
- Performance Evaluation
- SMART Goals