

HOW TO ADDRESS POOR PERFORMANCE

Workshop - 2 hours \$150.00 plus gst

One-to-one training (per hour) \$180.00 plus gst

The issue of poor performance and behaviour can be a challenge. This workshop will focus on helping managers identify poor performance and behaviour in employees and the factors that contribute to it. Participants will be taken through a range of practical action steps to help remedy problems and monitor progress dealing with performance issues in a professional, practical and productive way.

WHO SHOULD ATTEND:

- ▶ Business owners
- ▶ Managers, team leaders and supervisors responsible for managing staff performance

BENEFITS:

- ▶ Improve productivity and business performance
- ▶ Improve morale and staff relationships
- ▶ Lift credibility in leaders and managers

TOPICS:

- ▶ Why tackle poor performance
- ▶ What is poor performance / acceptable performance
- ▶ Steps in addressing poor performance
- ▶ Do's and Don'ts in taking action
- ▶ Coaching for performance improvement
- ▶ Giving constructive feedback

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.