

Performance Management for Local Councils



Date: **Wednesday 29th April 2020**

Time: 9.30am - 4.00pm
Tea/Coffee on arrival from 9.00am

Venue: Canalside Conference Centre
34-36 Brooks Lane
Middlewich - CW10 0JG

GUEST PRESENTER:

Arnie Skelton of Effective Training and Development

Arnie has previously delivered a number of training sessions for us focusing on personal development and appraisals.

This course will be ideal for Clerks who have responsibility for staff and also for Councillors who have responsibility (through their committees) for the management of staff.

Use the contact details below to book now.

OBJECTIVES

By the end of this one-day workshop you will be able to:

- identify your main responsibilities for managing performance
- define what you mean by 'performance', and identify the 4 key components that ensure performance is as required
- provide a clear performance brief
- address any under-performance in a professional and effective manner

INDICATIVE CONTENT

Morning: welcome, introductions, outline of programme
What do we mean by 'performance'
5 key principles
4 key components
Case work: principles into practice

Afternoon: Performance competencies & skills:

- technical
- Behavioural
- tackling poor performance: the RKSA Model

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ChALC Members - £75.00

Non Members - £125.00

All bookings inclusive of lunch & refreshments