

Supervising Employee Performance

Course Number: 4713

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Discover how to use performance management best practices to meet the needs of your organization and support the growth of individual employees. You will learn supervisory skills such as providing feedback, diagnosing performance issues, and coaching, and will have opportunities to practice these skills through role-play activities, self-assessments, and case studies. As part of this class, you'll also gain access to the *Supervisor's Playbook* resource to support your ongoing development. Use the step-by-step guidance, pro tips, and tools and resources in the *Supervisor's Playbook* to elevate your supervisory skills and lead your team with confidence.

Intended Audience

This course is intended for supervisors who need to improve the performance of those they lead.

Course Learning Objectives

- Examine the responsibilities and challenges faced by supervisors
- Demonstrate the ability to give and receive feedback effectively
- Identify strategies to effectively diagnose employee performance issues
- Apply best practices for conducting performance appraisals
- Use effective coaching practices to improve everyday interactions with employees
- Promote continuous learning through mentoring relationships

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides
- Supervisor's Playbook

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Becoming a Supervisor

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LUNCH	
AFTERNOON	Module 2: Giving and Receiving Feedback

DAY TWO	
MORNING	Module 3: Diagnosing Performance Issues
LUNCH	
AFTERNOON	Module 4: Appraising Performance

DAY THREE	
MORNING	Module 5: Coaching
LUNCH	
AFTERNOON	Module 6: Mentoring

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, and action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personal Development
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Supervising Employee Performance

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Supervision Certificate Program](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [HR Essentials for Government Supervisors](#)
- [Leadership Skills and Techniques](#)
- [Building and Sustaining Teams](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4713>



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