Leadership Institute at San Jacinto College
Presents:

Setting Performance Expectations & Reviewing Performance Progress

This 1-day foundational leadership course helps leaders drive performance and accountability by helping people understand what is expected of them and gaining their commitment to achieving it. When leaders conduct effective setting expectations discussions, people feel more motivated to perform well because they see how their efforts make a difference. Also leaders learn to drive performance and accountability by replacing the “dread” of performance reviews with the “human touch” that builds trusting relationships with the people who report to them. Leaders learn to conduct effective discussions that recognize people’s success and plan for their future development.

This course will show you how to:
- Ensure mutual understanding of performance expectations
- Help others identify performance expectations that align with the organization’s goals
- Gain individual or team commitment to fulfilling the expectations in the performance plan
- Handle challenging situations that can arise during setting expectations discussions
- Use progress reviews as a business tool in guiding individuals, work groups, and the organization toward success
- Encourage people to sustain good performance and improve less-than-desirable results
- Build people’s responsibility in monitoring, collecting, and analyzing performance data
- Handle challenging situations that can arise during progress review discussions

Thursday, August 18 or Thursday, August 25
8:00 AM – 5:00 PM

Fee: $275 including Official DDI Curriculum, Breakfast, Lunch and Snacks

Location: San Jacinto College Central Interactive Learning Center Building
8060 Spencer Highway, Pasadena, TX 77505

To register or for additional information, call: David Lewis at 281.542.2061 or email david.lewis@sjcd.edu