

# Performance Management Techniques

Fitting the pieces together with one key word – COMMUNICATION:

- C** – Clear communication – easy for the employee to understand
- O** – Open discussions – Allow the employee to talk also - Listen
- M** – Measure performance by being consistent, fair and clear
- M** – Motivate employees and encourage professional development
- U** – Utilize the performance log to document the employees performance
- N** – Notify the employee of their performance through out the year
- I** – Identify employees accomplishments and areas that need development
- C** – Communicate both positive and negative
- A** – Accurate PDQ's – ensure that the employee has an accurate PDQ
- T** – Talk to employee about goals, direction and opportunities for success
- I** – Involve the employee to prevent surprise evaluations
- O** – Ongoing communication and documentation – Continuous feedback
- N** – Notify the employee of your expectations