



# ***PMDS for Line Managers***

1 day training programme



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## Target

Line Managers / Team Leaders / Supervisors

## Outline

Performance Management is regarded as an important dimension of best practice in managing leading organisations in Ireland and internationally. As well as contributing to improved management practice, i.e. enhancing the effectiveness and efficiency of organisations, it also meets people's needs for role clarity, standards of performance and regular feedback from their managers and how to mould this to address specific situations at specific times. This programme aims to build confidence in developing and maximising the impact of the manager at key influencing / communication opportunities; particularly at the TDP and PDP stages.

## Objective

The objective of this programme is to provide managers with the skills and knowledge required to effectively implement the performance management and development system.

## Learning outcomes

At the end of the programme, participants will:

- Be able to use PMDS to manage performance and to increase team effectiveness.
- Understand their role as manager.
- Be able to help their team maximise the TDP meeting.
- Have the capability to hold PDP meetings with competence and confidence.

## Content

- PMDS overview.
- Outputs of the internal review of PMDS.
- The fundamentals of Team-Based Performance Management (T-BPM).
- The manager's role in T-BPM.
- Team Development Planning (TDP).
- Preparing for the TDP.
- Facilitating the team development plan.
- TDP Agenda.
- Dealing with difficult people.
- Objective / Goal setting.
- Personal Development Planning (PDP).
- Preparing for the PDP meeting.
- Hosting as interim and annual review meeting.
- The TDP form.
- Giving and receiving feedback.
- Communication and listening.
- Performance Management.
- Delegating effectively.
- Handling difficult situations.
- Dealing with under performance.
- Recognising good performance.

*really enjoyed the session!*

*Thought i knew nearly everything there was to know about PMDS,  
but learnt an awful lot more.*

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## shrc limited

As a provider of quality training programmes, shrc guarantee experienced facilitators and tailored content coupled with practical-oriented sessions. Other popular programmes include: Attendance / Absence Management; Competency-based Interviewing; Employment Law Practice; Management Skills; Managing for Results.

## Methodology

The training methods and techniques employed during all programmes will be based on best practice in adult learning.

The methods used include:

- Short lectures - to impart required background information / knowledge.
- Facilitated discussions - to allow for open debate, airing concerns and enhanced participation.
- Case studies - to assist with the practical application of learning.
- Role-plays - to gain experience of using the acquired skills.

## Benefits of in-house programmes

- Customisation - tailored to meet your specific training requirements.
- Flexible - where and when you want.
- Cost effective - no travel, no days away, no unrelated expenses.
- Low cost per person - even with small numbers.
- Consistent message throughout your organisation.

## Contact us

- To find out more about this programme or any other programmes we have on offer.
- To discuss your current or future training requirements.
- To learn more about our training approach and facilitators.
- Contact Ann at 01-2974070 or email ann@shrc.ie.

